

This document contains the Menu Selections for most of the COMS for Windows version 8. The Menu names at the left in the larger type (such as File and Edit) have sub-menu's under them which are available when you pull down one of the Main menu's with the mouse (such as Save, Revert, etc.).

Toward the bottom of this document are special menu's that are only available when a particular form is open (ex: People menu is only available when the Family & People Form is open).

Also, while using the COMS for Windows, many of the following menu selections have keyboard shortcuts which cut down on always having to 'mouse around.' As an example, pressing CTRL+N to add a new record is always faster than picking up the mouse, pointing to the 'New' button on the Toolbar, and pressing 'New' with the mouse. You can see which shortcut keys are available when you are actually viewing the menus within the program. However, we have closely adhered to the Microsoft Windows 2000/XP and Microsoft Office Guidelines while choosing our keyboard shortcuts (ex: CTRL+N means add a new record in Word, and also in our programs). The idea is to 'learn it once and use it anywhere.'

Main Menu

Sub-Menu's

Descriptions

<u>File</u>	"Administration options, and application exit"
Save	"Saves changes to the current form or file"
Save As...	
Revert	"Discards all changes to the current form or file and reverts to the last saved version"
Administration	"System configuration and security setup options"
Edit User Accounts...	"Edit application security information"
Event Log...	"View the contents of the application event log"
Configuration Settings...	"Edit settings and preferences in the application registry table - only available for the Developer of the application"
Change Password	"Change your application logon password"
View Toolbars...	"Opens and closes toolbars"
Print Preview	"Displays full pages as they will be printed"
Print...	"Prints a text file, report, or label"
Print Reports...	"Form containing all reports available for output"
Exit	"Exits the application"
<u>Edit</u>	"Edits text or current selection"
Undo	"Undoes the last command or action"
Redo	"Repeats the last command or action"
Cut	"Removes the selection and places it onto the Clipboard"
Copy	"Copies the selection onto the Clipboard"
Paste	"Pastes the contents of the Clipboard"
Select All	"Selects all text or items in the current field"

Forms "Opens application forms"

Family & People... "Families and people are entered in this form"

Enter Giving... "Quickly enter giving"

Post Giving... "Post giving after entered"

Enter Attendance... "Quickly enter attendance"

Enter Group... "Quickly move people to different groups"

Small Groups... "Small Group form"

Friends... "Friends Form - a simple database of people"

Music... "Music Form - for music items"

Inventory... "Inventory Form - can enter any items to keep an inventory of"

Home Page "Not used"

Navigate "Navigate through the available records in an open form"

First "Go to the First record."

Prior "Skip backwards to the Prior record."

Next "Skip forwards to the Next record."

Last "Go to the Last record."

Find "Find a particular record."

List "List all records available in the current record set."

Add New "Add a New record to the form."

Delete "Delete the current record and any related child records."

Tools "Opens system and maintenance dialogs"

Maintenance Procedures... "Contains often used Routine Maintenance Dialogs"

Promote Age & Grades... "Allows the selective promotion of grades and ages"

New Year Procedures... "Maintenance procedures normally done on a yearly basis"

Form Settings... "Customized settings for Forms - for several forms"

Family & People Form Settings... "Allows customization of selected field titles"

Service Form Settings... "Allows customization of selected field titles"

Committee Form Settings... "Allows customization of selected field titles"

Prospect Form Settings... "Allows customization of selected field titles"

Music Form Settings... "Allows customization of selected field titles"

Visual Settings... "Setup and customize the Pictorial Visuals"

Mailing & Phone Settings... "Setup and customize selected items to speed up data entry"

Properties... "Program wide properties"

View "Changes display options"

Toolbars... "Shows, hides, or customizes toolbars"

Window "Manipulates windows"

Close "Close the active window"

Cycle "Cycles through all open windows"

Help "Displays Help Options"

Topics... "Locates Help topics based on keywords you enter"

About... "Displays version and copyright information about this application"

Note: The following Menu is available when the Family & People Form is open.

People *"Special options when Family & People Form is open"*
List - Find people... *"List - Find all people"*
Quickly Find a person... *"Quickly Find a person"*
Add new people *"Add new people to family or household"*
Delete people *"Delete current person and any related child records."*
Move person to different family... *"Move a person from one family to a different family"*
Pledge Settings... *"Pledge Activation and default settings"*
Giving Report Settings... *"Special settings for giving reports"*
Customize Drop Down Lists... *"Enter user defined items in many drop-down menus"*
Giving or Pledge Category... *"Setup and customize the required category-description found in the drop-down menu"*
Service Category... *"Setup and customize the required category-description found in the drop-down menu"*
Attendance Category... *"Setup and customize the required category-description found in the drop-down menu"*
Attendance Identifier... *"Setup and customize the attendance identifier found in the drop-down menu"*
Committee Category... *"Setup and customize the required category-description found in the drop-down menu"*
Prospect Status... *"Setup and customize the required status and other items found in the drop-down menu's"*
Mailing Group... *"Setup and customize the Mailing Group drop-down menu"*
Location... *"Setup and customize the Location drop-down menu"*
Country... *"Setup and customize the Country drop-down menu"*
Status... *"Setup and customize the Status drop-down menu"*
Type... *"Setup and customize the Type drop-down menu found in the People page"*
Sex... *"Setup and customize the Gender drop-down menu found in the People page"*
Relation... *"Setup and customize the Relation drop-down menu found in the People page"*
Marriage... *"Setup and customize the Marriage drop-down menu found in the People page"*

Note: The following Menu is available when the Enter Giving form is open.

Giving *"Special Quick Giving items"*
Giving or Pledge Category... *"Setup and customize the required category-description found in the drop-down menu"*

Note: The following Menu is available when the Enter Groups form is open.

Groups *"Special Enter Groups items"*

Service Category... *"Setup and customize the required category-description found in the drop-down menu"*

Prospect Status... *"Setup and customize the required status and other items found in the drop-down menu's"*

Attendance Category... *"Setup and customize the required category-description found in the drop-down menu"*

Attendance Identifier... *"Setup and customize the attendance identifier found in the drop-down menu"*

Committee Category... *"Setup and customize the required category-description found in the drop-down menu"*

Giving or Pledge Category... *"Setup and customize the required category-description found in the drop-down menu"*

Note: The following Menu is available when the Enter Attendance form is open.

Attendance *"Special Enter Attendance items"*

Attendance Category... *"Setup and customize the required category-description found in the drop-down menu"*

Attendance Identifier... *"Setup and customize the attendance identifier found in the drop-down menu"*