

## 2. GETTING STARTED

### 2.1 Logging On

Logging on to Trns·port PES involves four steps:

1. Accessing the Remote Desktop Web Connection via the Internet
2. Connecting to the server
3. Logging on to the network
4. Logging on to Trns·port PES

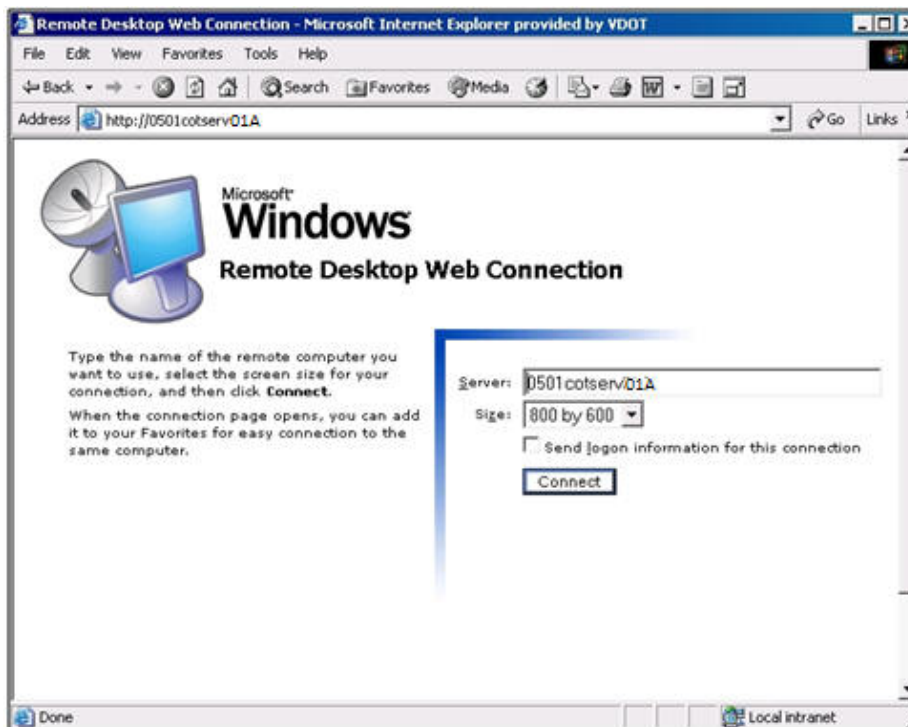
#### 2.1.1 Accessing the Remote Desktop Web Connection

Double-click on the Internet shortcut on your desktop.



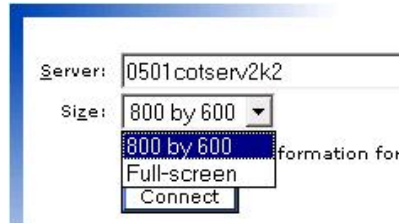
In the address bar, type: `http://0501cotsserv01A`  
This will take you to the Remote Desktop Web Connection.

*Hint:* Save this location in your favorites so that it will readily accessible for when you need it again. (Click on Favorites/Add to Favorites.)



## 2.1.2 Connecting to the Server

In the **Remote Desktop Web Connection** dialog box, the server and size fields are pre-filled with the appropriate information. Note that the size defaults to 800 by 600, with an option to select Full-screen. Both options will be reviewed below.

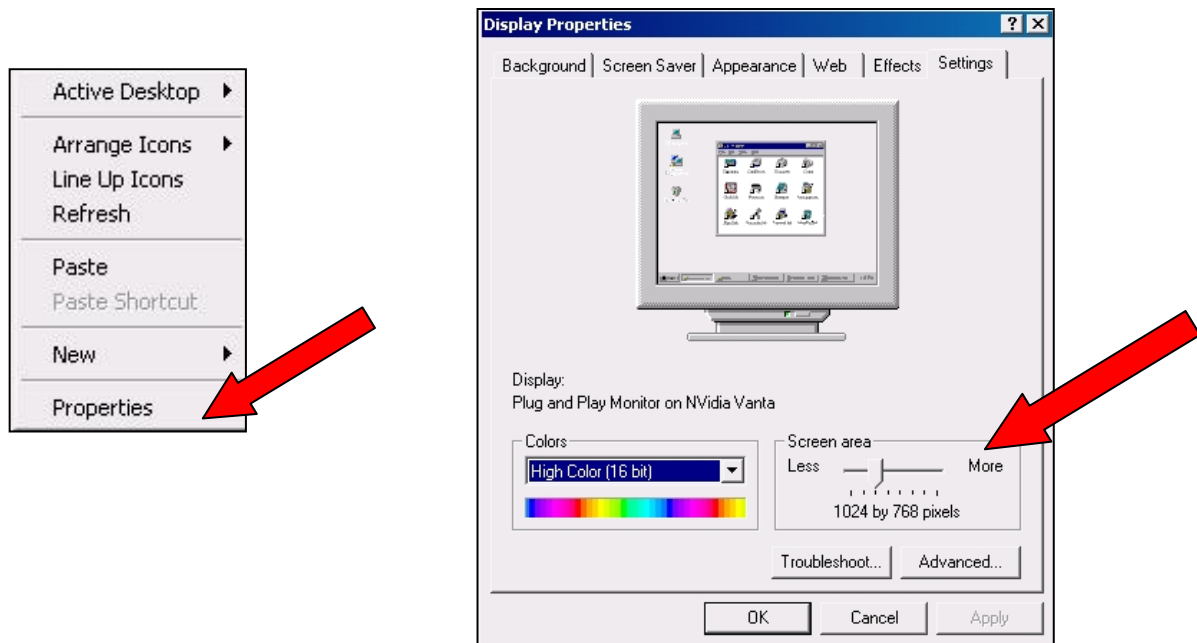


### 2.1.2.1 Connecting to the Server at 800 by 600 Option

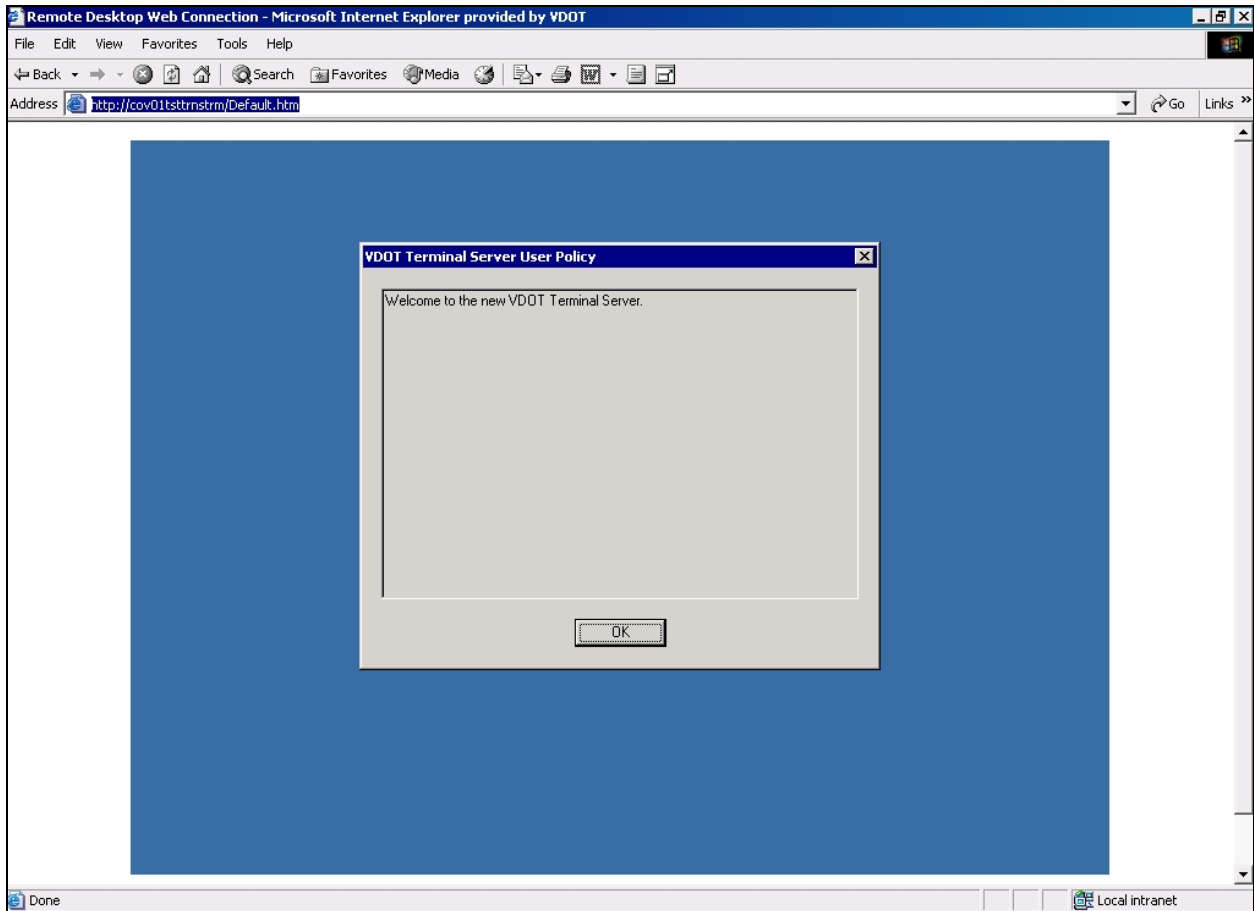
*Important Consideration for using the 800 by 600 option:*

The size of your monitor and the resolution of your PC will influence how the application will look. If your resolution is set to 1024 x 768 pixels or a number larger, the application will be very usable in this mode. However, if your resolution is set to 800 x 600 or 640 x 480 pixels, you will probably rather use the remote desktop at the Full-Screen option (see 2.1.2.2 Connecting to the Server at Full-Screen Option).

To check your PC for resolution setting, right-click anywhere on your desktop and select Properties. You can see the resolution of your PC on the Settings tab:

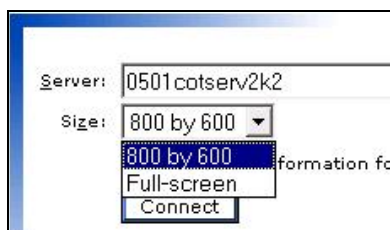


After clicking on the **CONNECT** button on the **Remote Desktop Web Connection** dialog box, the following screen will display:

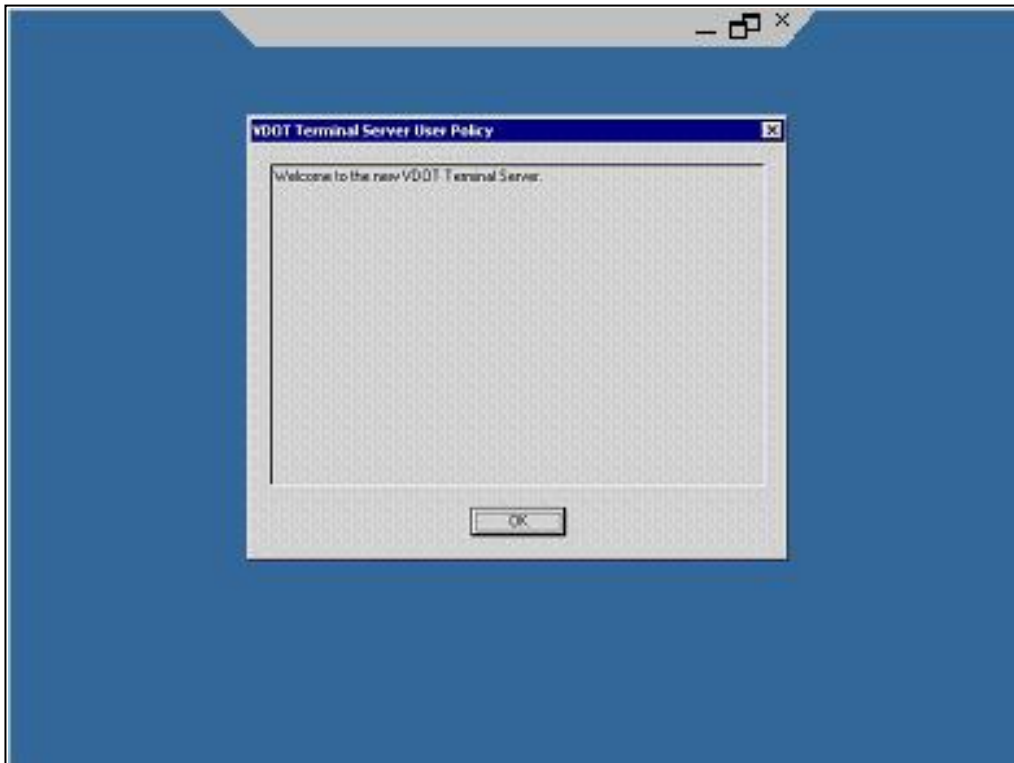


### 2.1.2.2 Connecting to the Server at Full-Screen Option

At the **Remote Desktop Web Connection** dialog box, select Full-screen from the drop-down menu at the Size field and click on the **CONNECT** button.



The following screen will display:

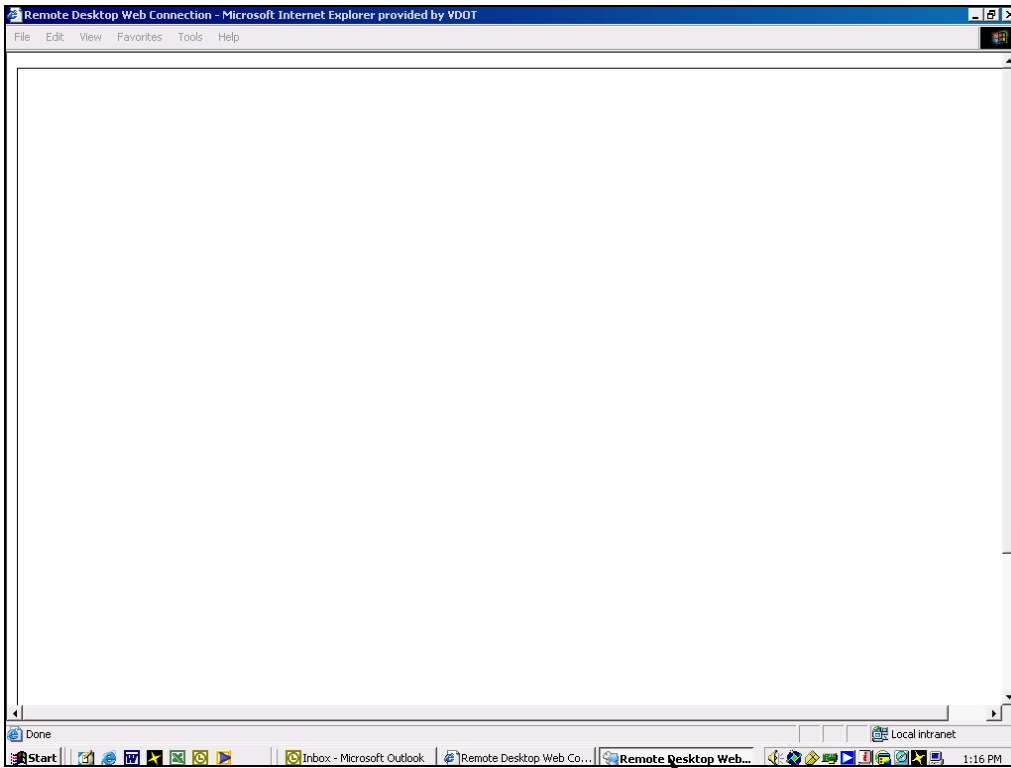


Note that with the Full-screen option, the remote desktop completely fills up your desktop window so that you cannot see your taskbar at the bottom. You cannot see if you have new email arriving, or the PC clock, or any of your other processes.

If you need to access your other processes, click on the Minimize button at the top of the screen:



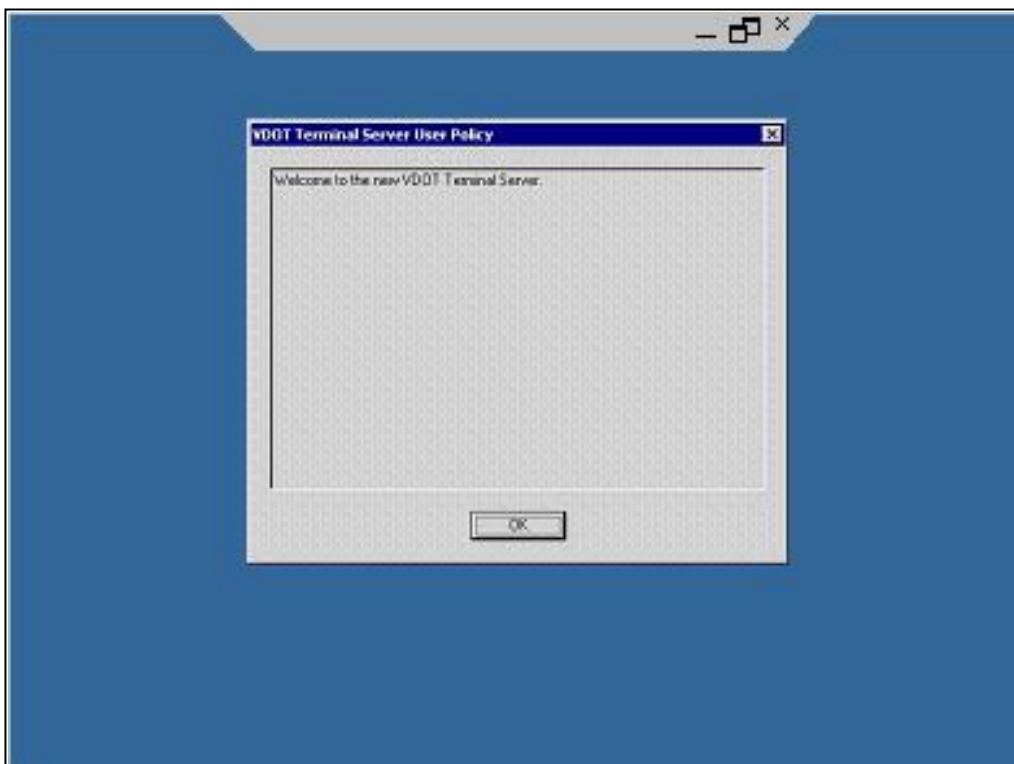
The Minimize button will place the Trns-port application as an icon in your taskbar (see following page):



Minimized Remote Desktop

Note that you can now see your taskbar and work with other applications as needed. Note also that the remote desktop has vertical and horizontal scrollbars.

To restore the Remote Desktop Web Connection to full-screen, simply click on the minimized icon.



### 2.1.3 Logging on the Network

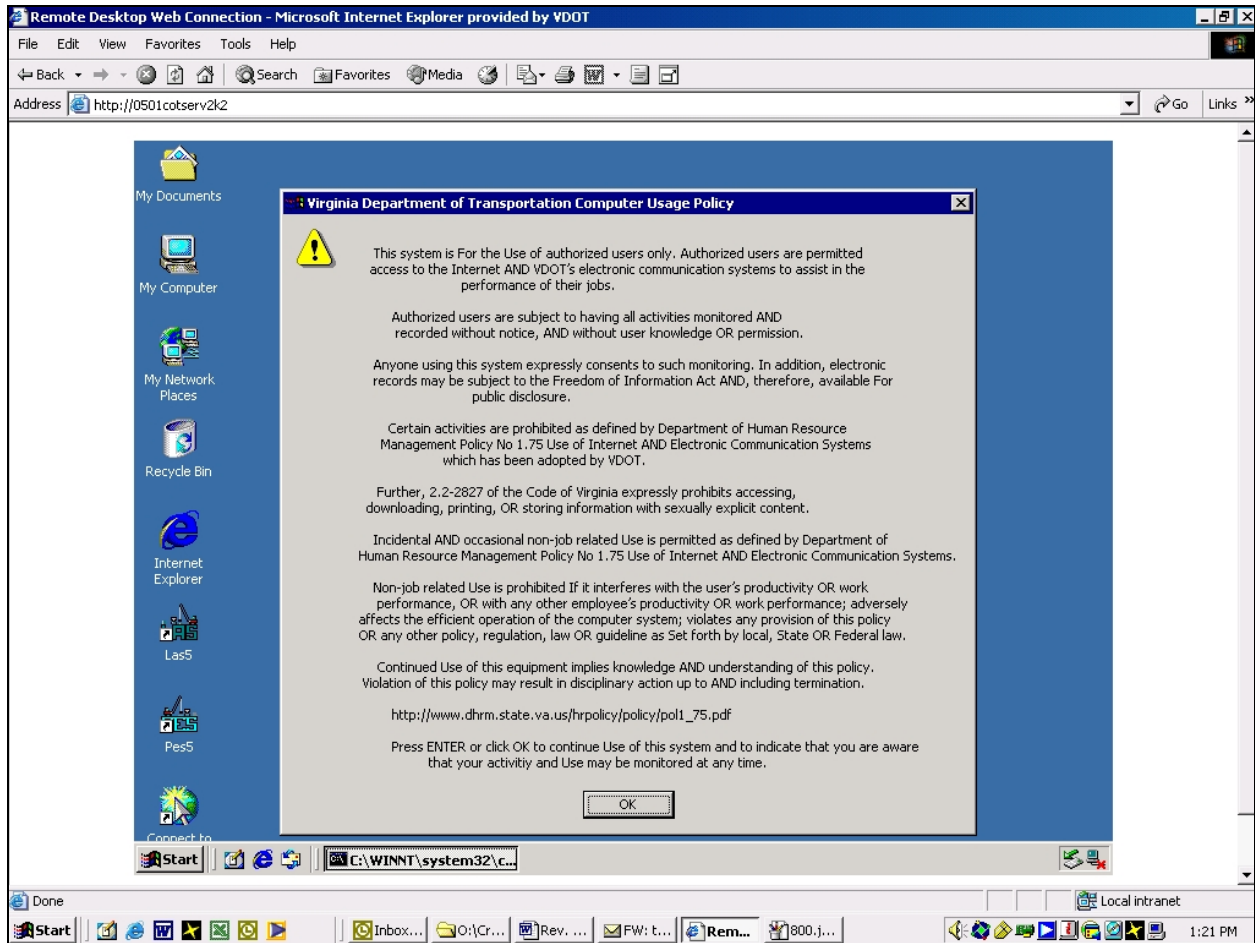
Whether using the 800 by 600 option or the Full-Screen option, the next step is to log on to the network. Begin by clicking on the OK button to close the **VDOT Terminal Server User Policy** window.

The **Log On to Windows** dialog box will open.

Log on with your Network user name and password (the same user name and same password you use each day to log on to your PC.) Click on the OK button.

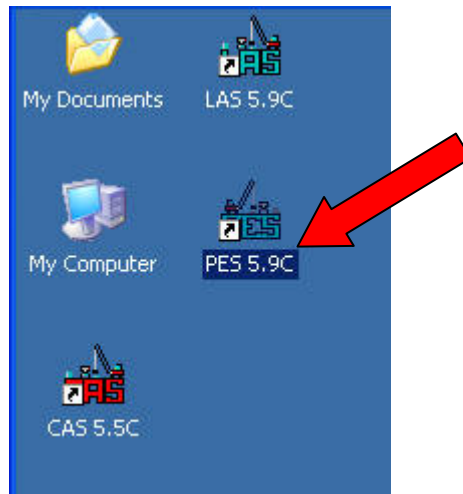


The **Virginia Department of Transportation Usage Policy** statement displays (see following page). Click on the OK button to indicate you agree with the information.

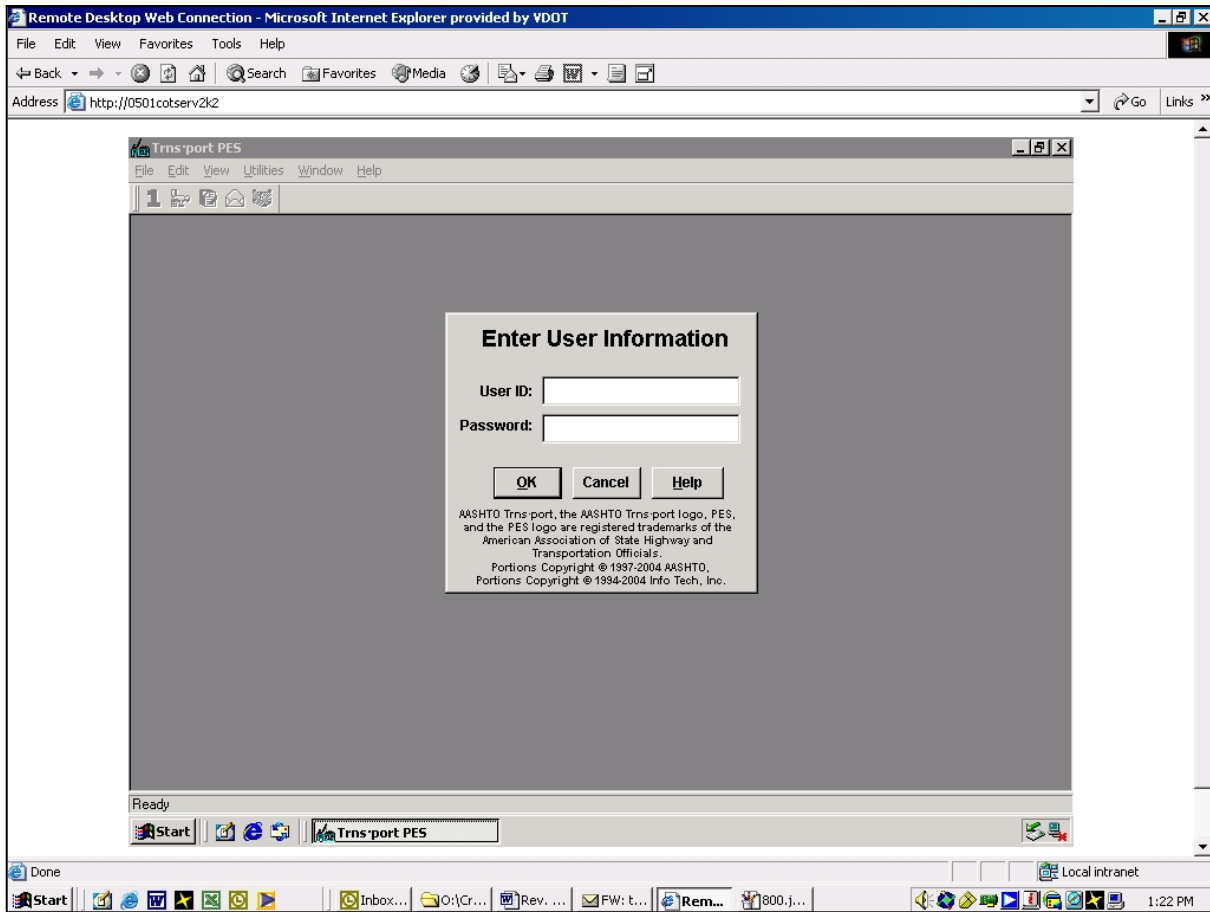


## 2.1.4 Logging on Trns-Port PES

Double-click on the PES icon.



An **Enter User Information** dialog box displays.



Enter your user Trns·port PES User ID in the **User ID** field. Enter your password in the **Password** field.

The password shall be at least six and not more than thirteen characters. It may consist of letters and/or numbers. Click the OK button with the mouse or press [ENTER].

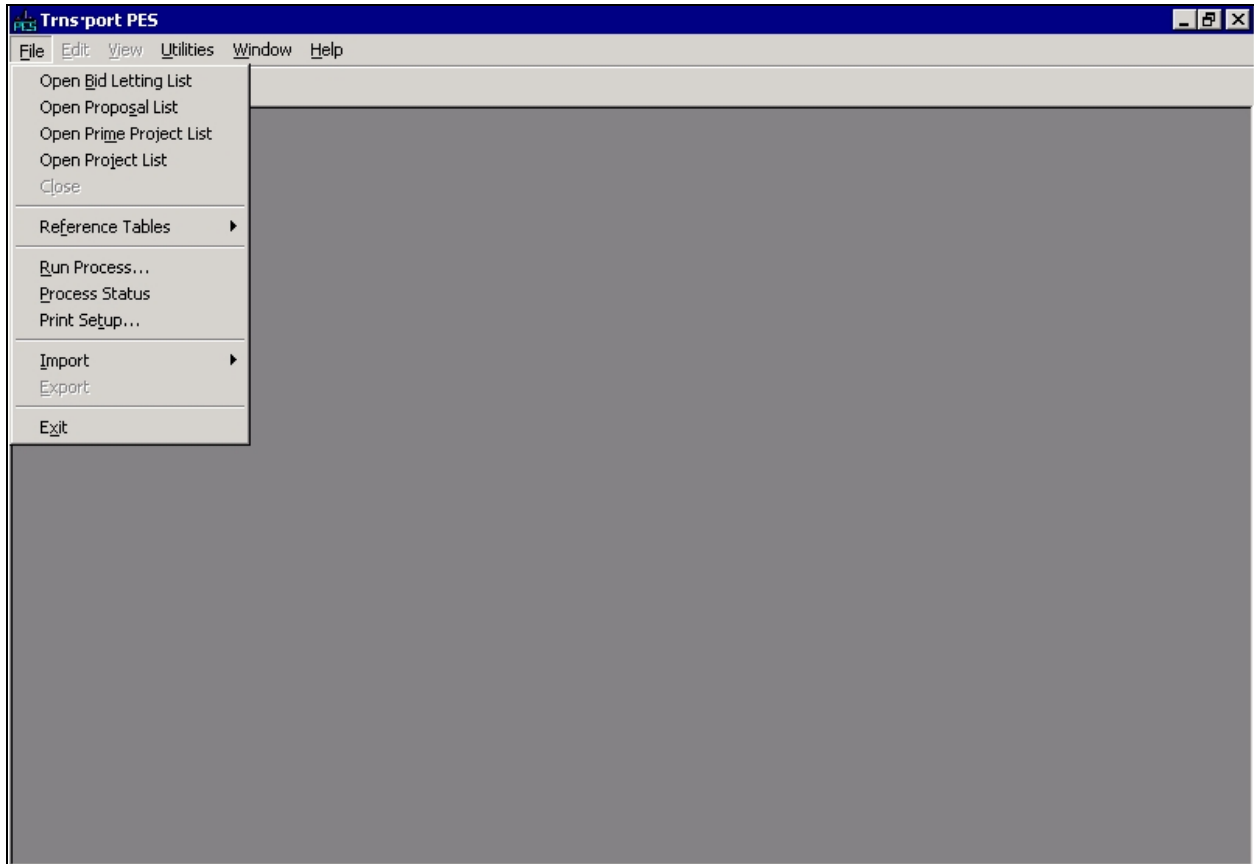
## 2.2 Logging Off

To completely log off, you should: log off Trns·port; disconnect from the remote connection; and close the Internet.

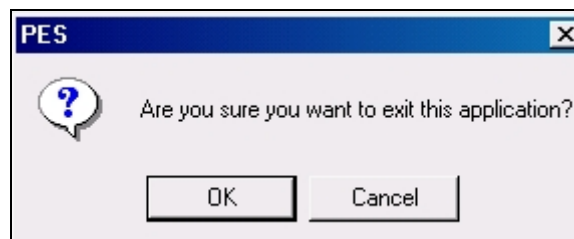


### 2.3. Logging Off Trns·port PES

You may log off Trns·port PES by selecting **File**, Exit, or you may click on the X in the upper right corner of the Trns·port window.



A window displays that asks if you are sure you want to exit the application. Click the OK button. (If you do not wish to exit, click the CANCEL button.)

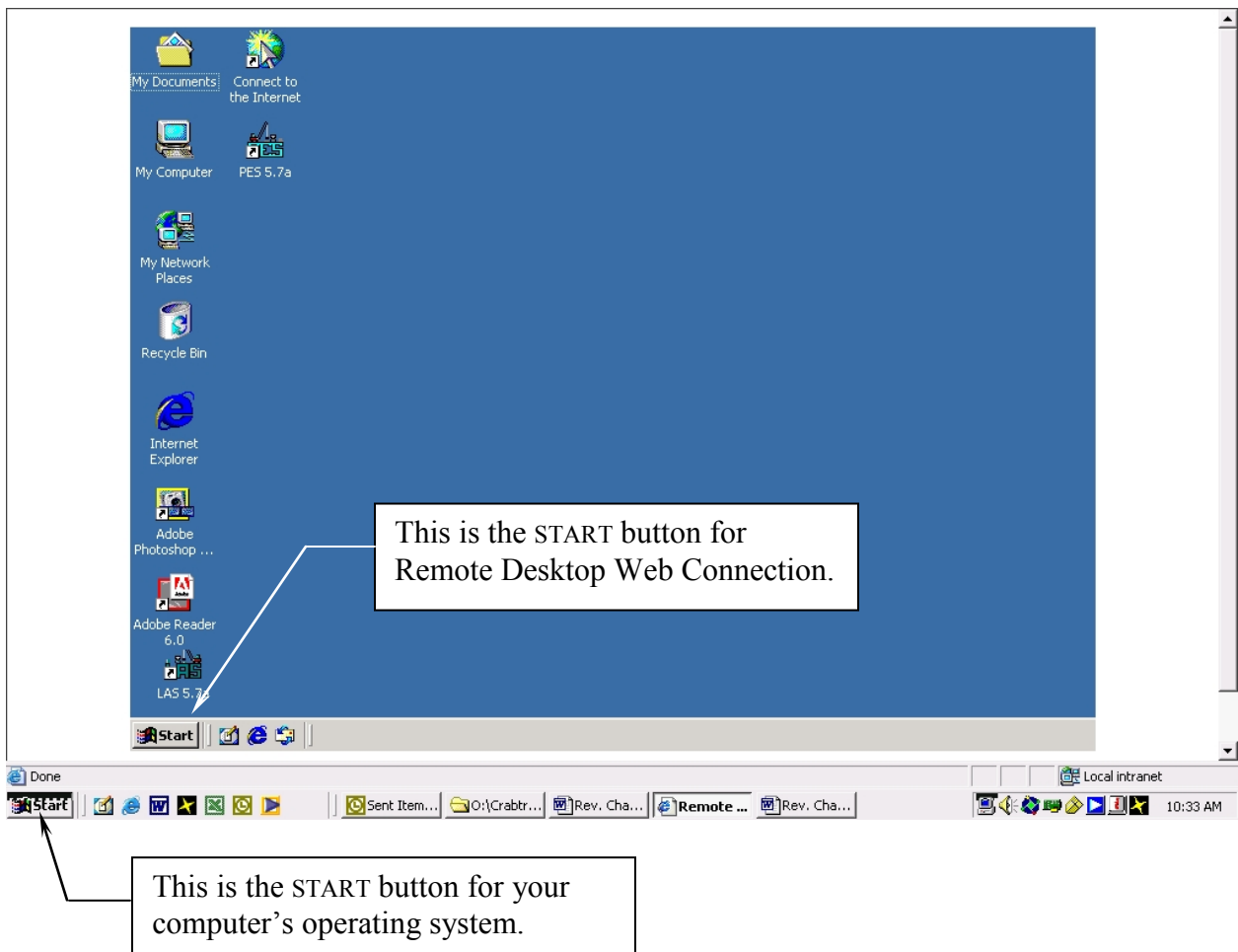


### 2.3.1 Disconnecting from the Remote Desktop Web Connection

## **DO NOT CLOSE THE REMOTE DESKTOP WEB CONNECTION WINDOW BY CLICKING ON THE X IN THE UPPER RIGHT CORNER.**

It is important that you disconnect from the **Remote Desktop Web Connection** using the **START** button. If you do not disconnect properly, your session will remain activated until it times out or until the Help Desk is contacted to terminate the session.

**NOTE:** As you can see by the screen print below, you may have two **START** buttons – one for Remote Desktop Web Connection, and one for your computer’s operating system. Be sure to select the **START** button that is associated with the Remote Desktop Web Connection application, not the **START** button for your computer’s operating system. You may have to scroll down to find the appropriate **START** button.



From the START button for Remote Desktop Web Connection, select **Shut Down**.

Use this START button  
not this one



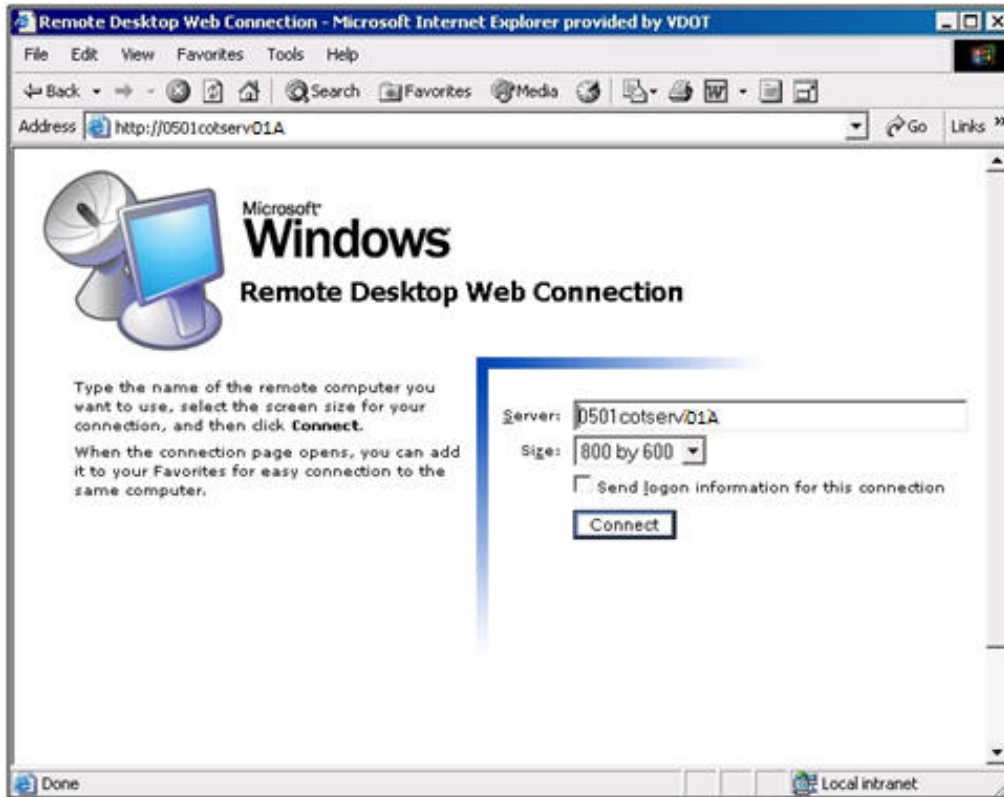
The **Shut Down Windows** screen displays:



Click on the OK button. The **Remote Desktop Web Connection** application will close.

### 2.3.2 Closing the Internet

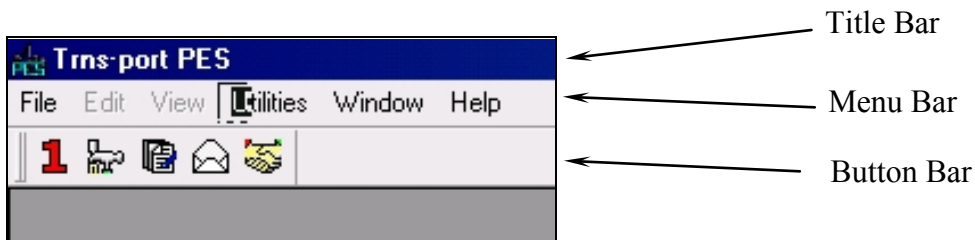
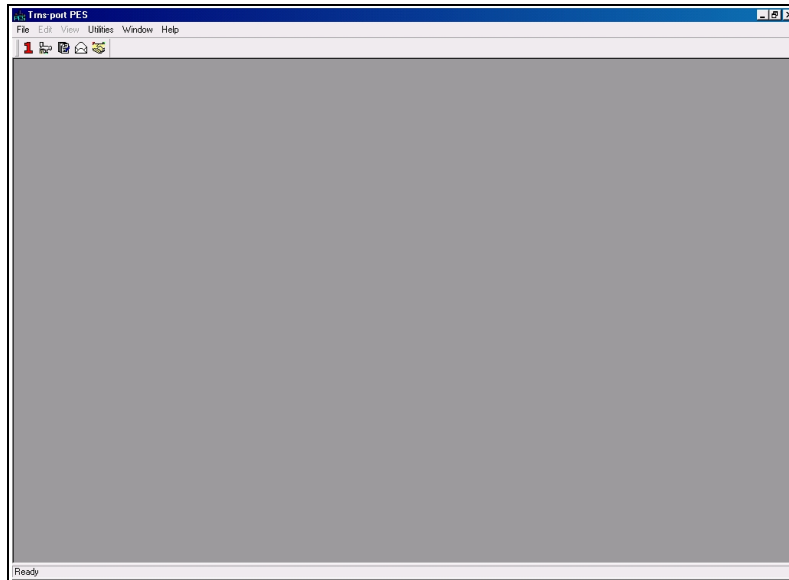
After logging off Trns·port PES and disconnecting from the Remote Desktop Web Connection, you will be returned to the Internet. To close the Internet, select **File**, **Close**. You may also close by clicking the X in the upper right corner of the window.



Title Bar

## 2.4 Screens in Trns·port PES

After logging on to Trns·port PES, a “blank palette” will be displayed. The title bar, menu bar and button bar are located across the top of the screen.



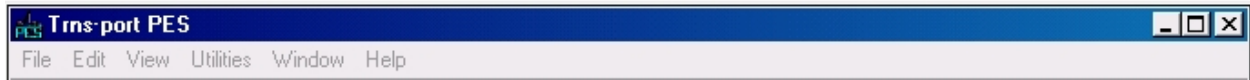
### 2.4.1. Title Bar

The title bar contains the name of the application. It shows the title **Trns·port PES** and the icon representing the program (a crane with the three letters P E S). The title bar also has, at the right-hand side, the three buttons which allow you to minimize, resize and close the application.








## 2.4.2. Menu Bar

The menu bar contains the menus File, Edit, View, Utilities, Window and Help. By clicking on one of these options, you will see the available commands and processes associated to each.



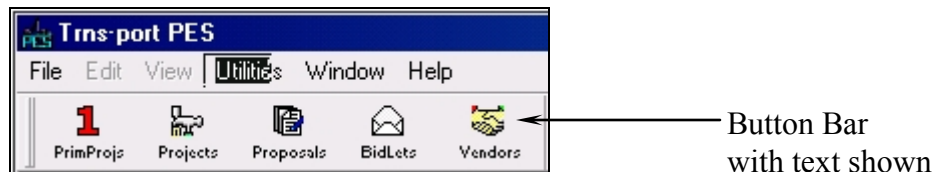
## 2.4.3. Button Bar

The button bar displays icons of some of the most useful commands. If the button bar is not displayed, it can be retrieved by selecting **Show Toolbar** from the **Window** menu.

-  - displays the listing of prime projects
-  - displays the listing of projects
-  - displays the listing of proposals
-  - displays the listing of bid lettings
-  - displays the listing the vendors

As you rest your mouse pointer over an icon, the name/function of the icon will be displayed. This function is known as “power tips”. To reinstate this function should it be turned off, place your mouse anywhere on the button bar, right-click the mouse and select **Show Power Tips**.

If you wish to see text with the icons on the button bar, place your mouse anywhere on the button bar, right-click the mouse and select **Show Text**. Your button bar will now look like this:



## 2.5. Case-Sensitive

In the Client-Server version of Trns.port, many areas for input are case-sensitive; therefore, it is best to apply your Caps Lock throughout your session.

## 2.6. List, Detail and Tabbed Folder Windows

Trns.port displays information in three types of windows:

- list windows
- detail windows
- tabbed folder windows

### 2.6.1 List Windows

A list window is displayed when you first access Trns.port and select one of the buttons (i.e. Projects). List windows contain lists of records for a type of data. From a list window, you can select a specific record and open it in a tabbed folder window.

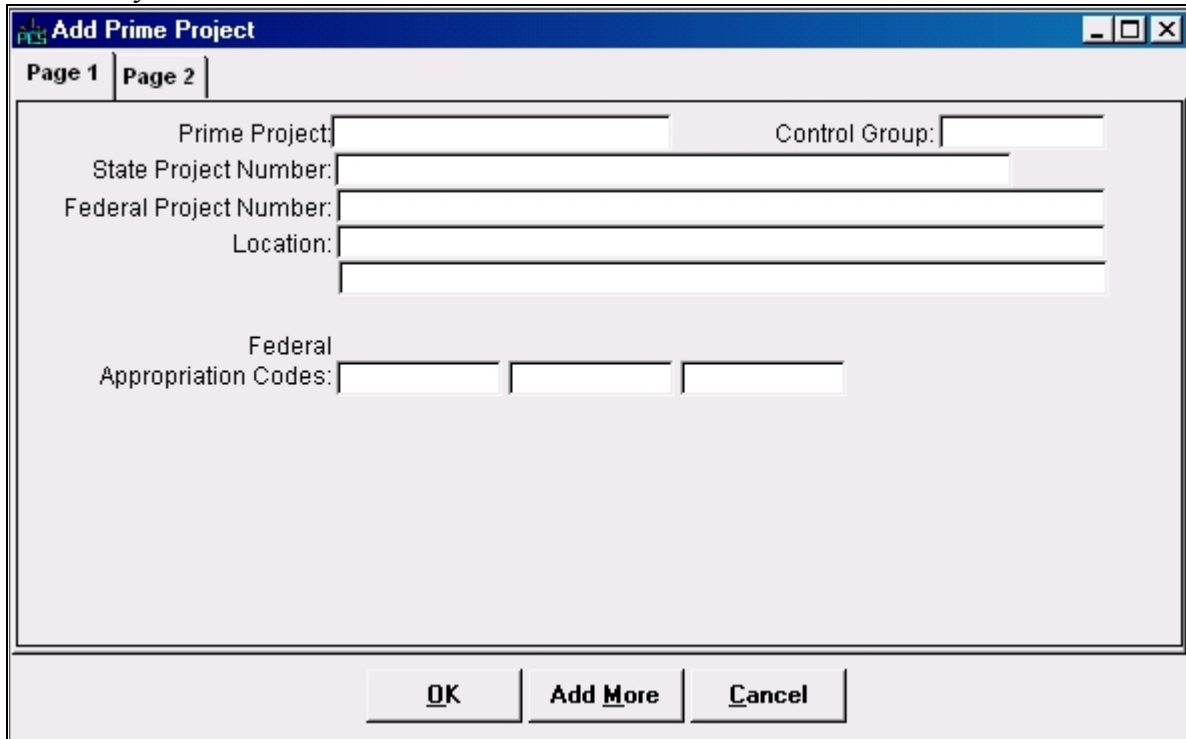
Project Number	Federal/State Project Number	Description
000001014903	NONE/M599BRR804	INSTALL PILE JACKETS AND CROSS BRACING
0000011111	000000000	METRIC
00000111CFV	NONE	GENERAL PRICING
00000123B0312	0501012119612	PROPOSED BRIDGE ON RTE 501 OVER THAME
0000013541C01	7095127F06C501	WIDEN AND CONNECT ACCEL & DECEL LANE
00000150N01	NONE/0662053P07	PAVE. EXISTING ROADWAY WITH MINOR GRADI
00000150N01B	NONE/0662053P07	PAVE. EXISTING ROADWAY WITH MINOR GRADI
00000157C01	NONE/0784076P90	NORTHERN VIRGINIA
0000016152C01	STP51 27(268)/7678043177	GRADE, DRAIN, AND WIDEN
0000016286C01	STP-51 27(350)/0705043179	REALIGNING AND WIDENING THE EXISTING RC
00000241N01	NONE/0667098171	2.10 MI. GRADE, DRAIN, ASP. PAVE. & PAVE. MAI
00000260B05	NONE/0091-095-102,B-605	CONSTRUCTION ROUTE 91
00000260C04	NONE/0091-095-102,C-504	CONSTRUCTION ROUTE 91
00000260U04	NONE/0091-095-102,C-504	CONSTRUCTION ROUTE 91
00000267C01	NONE/0711-095-112, C501	RTES 710 & 711 - RECONSTRUCTION
00000270C01	NONE/0610086157	GRADE,DRAIN AND PAVE
0000028097C	IM-095-1(233)/0095040F11L802	ADDITION & RENOVATION OF WELCOME CENT
00000313C02	????/0680013122	GRADE, DRAIN, UTILITIES AND PAVING
00000328M01	NONE/0610098227	2.275 MI. 22X VAR.DPTH.ASPH.CONC.WITH ASF

Typical List Window

## 2.6.2 Detail Windows

The detail window contains fields and data associated with a specific record. The prime project detail window is an example (see next page).

NOTE: Detail windows should be used only when tabbed folder windows are unavailable. Tabbed folder windows should always be used when available, as any future enhancements shall be made only to them.



Typical Detail Window

## 2.6.3 Tabbed Folder Windows

The tabbed folder window will display all the data and fields of a record and will allow you to add, change or browse. Although there are various ways to navigate in Client Server, it is recommended that you access the tabbed folder windows, where applicable. Any future enhancements made by InfoTech will be made only to the tabbed folder windows. No critical information will be lost if you restrict your activities to the tabbed folders.

There are several ways to open a tabbed folder window. Each user will find the method he/she prefers. While some users like to use the right-click of the mouse, others might prefer to access menus through the menu bar and others might prefer to double-click.



Listed below is an example of several ways to open the screen (tabbed folder window of a project) shown on the following page:

1. Highlight the desired record at the list window. Right-click and select **Tabbed Folder Change**.
2. Highlight the desired record at the list window. From the menu bar, click on **Edit** and then click on **Tabbed Folder Change**.
3. Double-click on the highlighted record.


Note: For simplicity, this manual will lead the user through the commands by describing the right-click of the mouse, when applicable, and by accessing records through the Tabbed Folder Windows.

The screenshot shows a software window titled "Trns-port PES" with a menu bar (File, Edit, View, Utilities, Window, Help) and a toolbar. Below the toolbar is a tabbed folder window titled "Project 00000461C01". The tabs are "General", "Counties", "Categories", "Funding", "Pay Adjust", "Worksheet", and "Attachments". The "General" tab is active, showing "page 1" selected. The form contains the following fields:

PCN: 00000461C01	Proposal ID: C00000461C01
Item Code Table: 04	
State Project Number: 0802-095-213, C501	
Description: GRADE,DRAIN,PAVE	
Location: FROM:INT. RTE.614	
TO:0.063 MI. EAST OF RTE. 621	
Unit System: E	
Federal Project No.: STP-892-1(001)	
Route Number: 0802	Status: CON1
Road Section No.: 213	Const. Eng. Pct.: 12.00
Co./City: 095	DISRES: 0103
Federal Oversight: N/A	MEDIAN: N/A
Beginning Station: 100+00.00	Project Work Type: C501
Ending Station: 260+00.00	Project Type: CR

Typical tabbed folder window

When in a tabbed folder window, click on the tab labels to display the information on the various tabs. Tabs that consist of more than one page have radio buttons so that you can access each page.

When you finish entering the information on a tab, click the OK button, if available. However, this does not save the information permanently. Before leaving the tabbed folder window, you must save all the changes you have made to the database by clicking on the SAVE icon  or by selecting **Save** from the **File** menu.

## 2.6.4 Grid and Detail Areas

Some tabbed folder windows contain both a grid and a detail area. (See the following page for an example.) You can enter information on this type of window in one of two ways:

- Right-click in the window and select **Show Detail** to display the detail area if it is not currently displayed. Enter information into the fields of the detail area (bottom half of the screen).
- Right-click in the window and select **Hide Detail**. Enter information directly into the cells of the grid (top half of the screen).

The screenshot shows the 'Transport PES' application window for 'Project 00000313C02'. The 'Categories' tab is active, displaying a table with columns: Category, Alternate Code, Description, FHWA Type Code, Activity Code, Contingency Pct, and Bridge. Below the table is a 'Detail Area' with various input fields. A 'Quick Find Search Box' is located at the top left of the grid area.

Category	Alternate Code	Description	FHWA Type Code	Activity Code	Contingency Pct	Bridge
0100		REGULAR BID ITEMS	1000	731	10	
0999		FIELD OFFICE	1000	742	0	
2000		STATE FORCES	1000		10	
2001		RIGHT OF WAY	1000		10	
2002			1000		10	

Detail Area Fields:

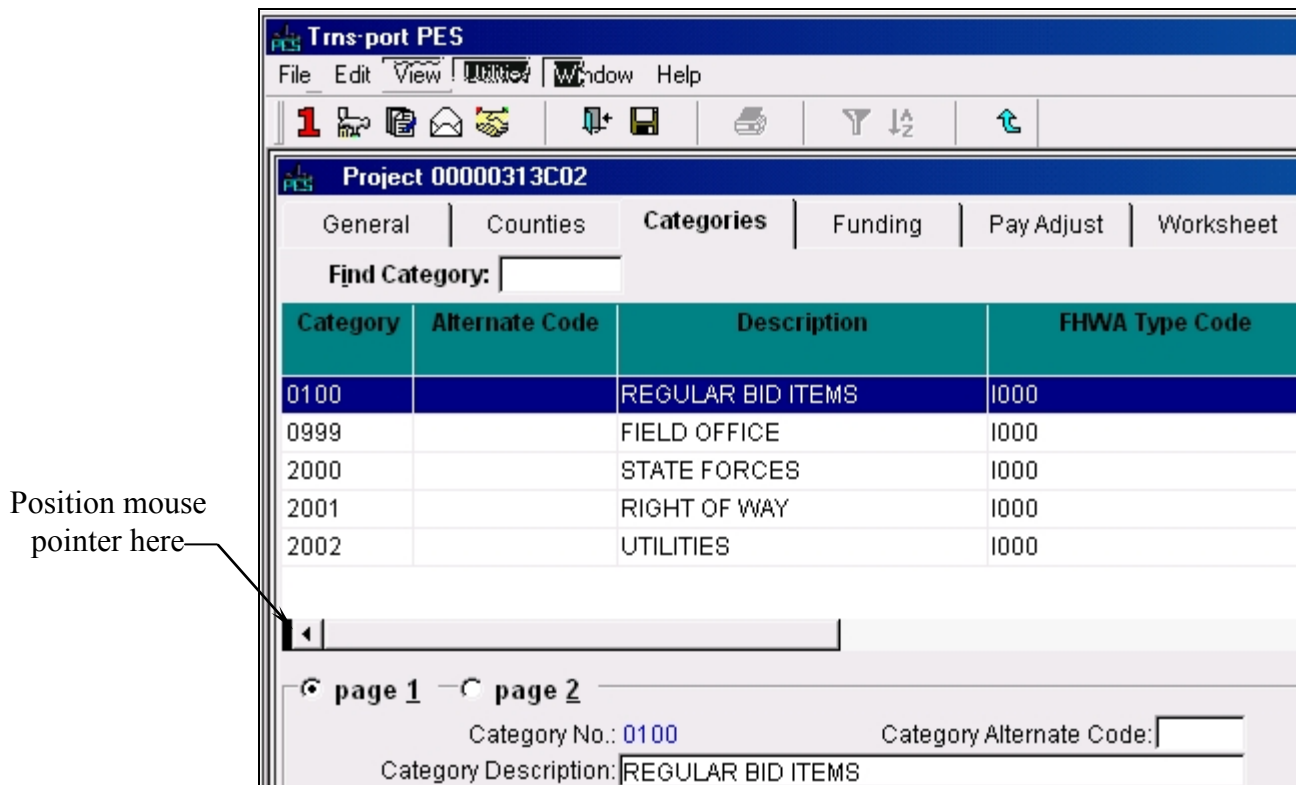
- Category No.: 0100
- Category Alternate Code: [ ]
- Category Description: REGULAR BID ITEMS
- Proposal Section Number: 0001
- Combine w/Like Categories: Y (Y or N)
- Construction Eng. Pct.: [ ]
- Category Length (Mi/K): 1.4800
- Activity Code: 731
- Category Width (Ft/M): 24.0000
- FHWA Type Code: 1000
- Asset Type: [ ]
- Federal Work Code: GENL
- Bridge Plan Number: [ ]
- Bridge Length (Ft/M): 0.0000
- Number of Spans: [ ]
- Bridge Width (Ft/M): 0.0000
- Bridge Type: [ ]

On the tabs which contain a Grid and Detail area, a “quick find” search box is displayed at the top of the window. By double-clicking on any column heading, the find box will search under that column based on the search criteria you enter in the box. For example, in the screen shown above, if you were to double-click on the Description column heading, the label of the find box would change from **Find Category** to **Find Description**.

## 2.6.5 Split Horizontal Scrolling

Since the columns of the grid area cannot all be shown on the screen, a scroll bar is provided at the bottom of the grid area. You can divide a grid into two regions that scroll independently of each other. This feature, known as “split horizontal scrolling”, allows you to leave one or more columns fixed in one half of the grid, while being able to scroll through the rest of the columns in the other half of the grid. It works much like Freeze Panes in Microsoft Excel.

To use this feature, position the mouse pointer over the small vertical black bar at the left end of the horizontal scroll bar.



The mouse pointer changes to a double-headed arrow. Press and hold the left mouse button and drag the mouse to the right to create a new horizontal scrolling border. When you release the mouse button, you will have two independently scrolling regions in the grid.

The screenshot shows the 'Trns-port PES' application window. The main window title is 'Project 00000313C02'. Below the title bar are tabs for 'General', 'Counties', 'Categories', 'Funding', 'Pay Adjust', 'Worksheet', and 'Attachments'. A 'Find Category:' search box and a 'Filter: <Show All>' dropdown are present. A table lists categories with columns: Category, Alternate Code, Description, Activity Code, Contingency Pct, Bridge Type, Bridge Length, and Bridge Width. The table contains several rows, including 'REGULAR BID ITEMS' with Activity Code 731 and Contingency Pct 10. Below the table is a detailed form for 'Category No.: 0100' and 'Category Description: REGULAR BID ITEMS'. The form includes fields for Proposal Section Number, Combine w/Like Categories, Activity Code, FHWA Type Code, Federal Work Code, Bridge Plan Number, Bridge Length (Ft/M), Bridge Width (Ft/M), Construction Eng. Pct., Category Length (Mi/K), Category Width (Ft/M), Asset Type, Number of Spans, and Bridge Type. A callout bubble with the text 'Two independently scrolling regions' points to the 'Category No.' and 'Category Description' fields.

Category	Alternate Code	Description	Activity Code	Contingency Pct	Bridge Type	Bridge Length	Bridge Width
0100		REGULAR BID ITEMS	731	10		0	0
0999		FIELD OFFICE	742	0		0	0
2000		STATE FORCES		10		0	0
2001		RIGHT OF WAY		10		0	0
2002		UTILITIES		10		0	0

## 2.7. Entering Dates



Dates are shown in Trns-port in MM/DD/YYYY format. Fields to be filled-in with a date are shown at a default value of 00/00/0000.

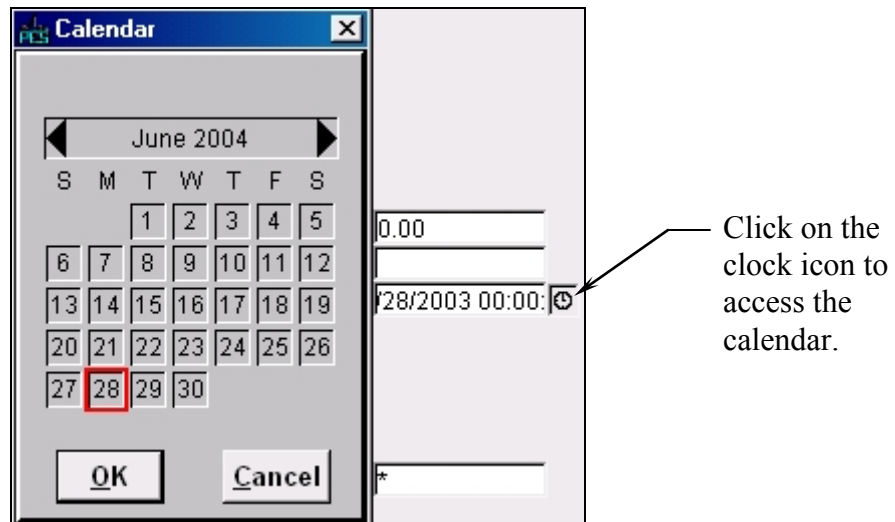
Designer:	<input type="text"/>
Date of Estimate:	<input type="text" value="00/00/0000"/>

Dates may be entered in two ways:


- Simply type over the zeroes ignoring the slashes. For example, if you were to enter the date December 28, 2003, you would type 12282003. The numbers you type will overwrite the zeroes and will skip over the slashes.

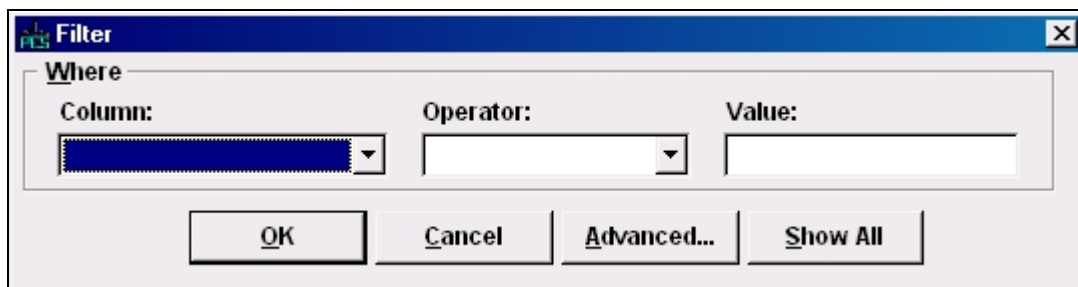
Designer:	<input type="text"/>
Date of Estimate:	<input type="text" value="12/28/2003"/>

- If the date field displays a clock icon  to the right, the icon may be clicked to open a calendar. Click on the arrow  to advance to future months/years, if necessary. Select the desired date and click on the OK button.



## 2.8. Working with Filters (Searching)

Trns-*port* is equipped with a filter to help you search for records in reference tables and list windows. Click the FILTER icon  to display a **Filter** window.



There are three fields (**Column**, **Operator** and **Value**) from which you can specify the information you wanted filtered.

**Column:** The Column Field contains the names of the most commonly used columns in the table from which the list window is built. Click on the down arrow to choose from the list.

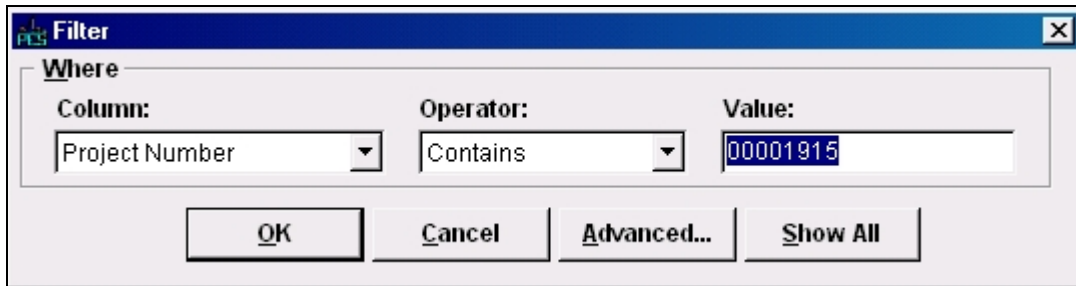
**Operator:** The Operator Field contains operators to narrow your filter:

Equal to (=)	Greater than (>)	Is not null
Greater than or equal to (>=)	Less than (<)	Is null
Less than or equal to (<=)	Contains	Like
Not equal to (<>)	Does not contain	Not like

Click on the down arrow to choose from the list.

**Value:** In the Value Field, type in the filter criterion you are using as a delimiter or are trying to match.

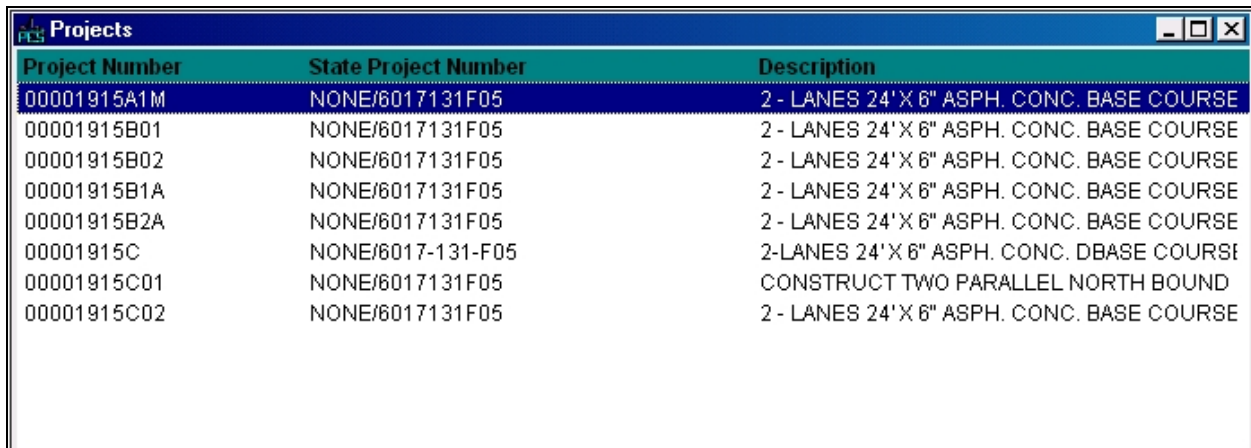
**EXAMPLE:** From the listing of projects, if you wanted to find all projects with the PCN (Project Number) containing the numbers “00001915”, you could set up your filter as shown below:



The screenshot shows a 'Filter' dialog box with the following configuration:

- Where:**
  - Column:** Project Number
  - Operator:** Contains
  - Value:** 00001915
- Buttons:** OK, Cancel, Advanced..., Show All

Click on the OK button and the list will be re-displayed with results based on your filter criteria:



Project Number	State Project Number	Description
00001915A1M	NONE/6017131F05	2 - LANES 24' X 6" ASPH. CONC. BASE COURSE
00001915B01	NONE/6017131F05	2 - LANES 24' X 6" ASPH. CONC. BASE COURSE
00001915B02	NONE/6017131F05	2 - LANES 24' X 6" ASPH. CONC. BASE COURSE
00001915B1A	NONE/6017131F05	2 - LANES 24' X 6" ASPH. CONC. BASE COURSE
00001915B2A	NONE/6017131F05	2 - LANES 24' X 6" ASPH. CONC. BASE COURSE
00001915C	NONE/6017-131-F05	2-LANES 24' X 6" ASPH. CONC. DBASE COURSE
00001915C01	NONE/6017131F05	CONSTRUCT TWO PARALLEL NORTH BOUND
00001915C02	NONE/6017131F05	2 - LANES 24' X 6" ASPH. CONC. BASE COURSE

## 2.8.1 Working with the Advanced Filter

The Advanced Filter lets you search for data using a more complex chain of criteria. From the **Filter** window, click on **Advanced**. The **Advanced Filter** window displays. In this window, you can give numerous combinations of conditions to filter, with operators, values and logicals.

(+ -)	Column Name	Operator	Value(s)	)+ )-	And/ Or

Construct each condition by choosing a value in each of the **Column**, **Operator** and **Value** fields. Click the **ACCEPT** button, and the conditions will be displayed in the **Select Where** area of the window and in the order in which you created them.

After you create all the conditions, combine them into a “where clause” by selecting from the drop-down arrow of the **And/Or** column to the right of each condition. Typically, all lines requiring Or should be combined before the lines requiring And. Use the logical options (+ and (- to override the And/Or combinations where necessary.

The Advanced Filter window contains an **INSERT ROW**, an **ADD ROW** and a **DELETE ROW** button to aid in the entering and arranging of your “where clauses”.

An example of an advanced filter is shown on the following page, with the steps used to create it:

## EXAMPLE OF ADVANCED FILTER:

If you are entering the bid items for your category and are searching for PAVEMENT ITEMS, which fall between numbers 10000 and 11999, follow these steps:

- 1) Create your first “where” condition by selecting values in each field (as shown in the screen below) and clicking the ACCEPT button. The condition you built will be displayed in the **Select Where** area of the window.

The condition you type here

is placed here

(+ -)	Column Name	Operator	Value(s)	)+ )-	And/ Or
	Item Number	>=	10000		



- 2) Click on the ADD ROW button to add a row to the bottom.
- 3) Highlight that row by clicking in it.
- 4) Create your second “where” condition (as shown in the screen below) and click the ACCEPT button. This second condition will be displayed in the **Select Where** area of the window:

Create your condition here

Condition is placed here

**Advanced Filter** [X]

Name:  Associate With Control Group:   User ID  Control Group

---

**Build Where Condition**

Column:  Operator:  Value:

---

**Select Where**

(+)	Column Name	Operator	Value(s)	)+	And/Or
(-)				)-	
	Item Number	>=	10000		
	Item Number	<=	11999		

- Next, combine the conditions into a “where clause” by selecting from the drop-down arrow in the **And/Or** column to the right of each condition line.

**Advanced Filter**

Name:  Associate With Control Group:   User ID  Control Group

**Build Where Condition**

Column:  Operator:

**Select Where**

(+)	Column Name	Operator	Value(s)	)+	And/Or
(-)				)-	
	Item Number	>=	10000		AND
	Item Number	<=	11999		

Select And/Or where applicable

- Click the **APPLY** button to run the filter. You will be asked if you wish to save changes. You may either save the filter with a name or choose not to save the filter.
- The results will be displayed. All items not matching the criteria you specified will be filtered out and you will be left with results fitting your search criteria.

**94 Unit Systems 'N', 'E'**

Item Number	Short Description	Item Unit
10000	LIME	TON
10002	FLY ASH	TON
10011	HYDRAULIC CEMENT	TON
10013	CEM.STAB.AGGR.MATL.NO. 21A	TON
10014	CEM.ST.AGR.MAT.N.21A OR 22	TON
10017	CEM.S.AGR.BAS.MATL.TY.I N.21A	TON
10019	CEM.S.AGR.BAS.MAT.TY.I N.21 OR	TON

## 2.8.2 Saving and Deleting Filters

You can save a filter with a unique name. If there are particular types of items you search for frequently or specific areas within the item code database you use, you may wish to save the search criteria in a filter so that you do not have to recreate the filter continuously.

When you finish creating the filter, enter a name for the filter in the **Name** field at the top of the **Advanced Filter** window. The name can be 30 characters long. Click on the OK button to save the filter. When you wish to use the filter again, select the filter name from the drop-down menu and Trns·port automatically loads the filter parameters.

Note that a filter saved for a search of a particular listing (i.e. project list) is available only at that listing.

If you wish to remove a saved filter, select the filter name and click on the DELETE button.

## 2.8.3 Creating a Default Filter for Item Searches

A good tool provided by Trns·port is the default filter. The default filter is used at the Item Code Table listing (the listing of all available pay items).

You can create one unique default filter to show only those items in the Item Code Table that you work with on a regular basis. For instance, if you work almost exclusively with Traffic Control and Safety items, which fall between 50000 and 59999, you could create your default filter to display only those items when you access the item code listing.

To create the default filter, open the Item List lookup window and click the FILTER icon. On the **Filter** window that displays, click the ADVANCED button. The **Advanced Filter** displays.

**Advanced Filter**

Name:

Associate With User ID:   User ID  Control Group

**Build Where Condition**

Column:  Operator:  Value:

**Select Where**

(+)	Column Name	Operator	Value(s)	)+	And/Or
(-)	Column Name	Operator	Value(s)	)-	And/Or

In the **Name** field, type Default and then enter the search criteria you want to use. Click the **SAVE** button to save the default filter.

**Advanced Filter**

Name:

Associate With User ID:   User ID  Control Group

**Build Where Condition**

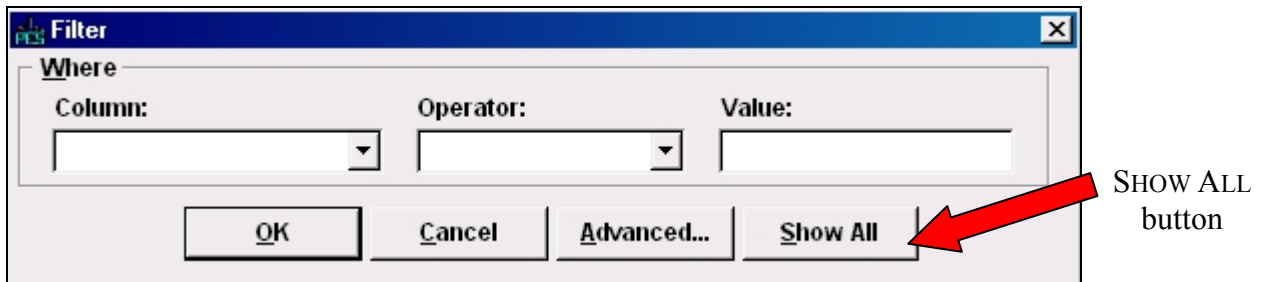
Column:  Operator:  Value:

**Select Where**

(+)	Column Name	Operator	Value(s)	)+	And/Or
(-)	Column Name	Operator	Value(s)	)-	And/Or
	Item Number	>=	50000		AND
	Item Number	<=	59999		

Starting with the next time you open the Item List lookup window, Trns.port will automatically filter the list of items according to the criteria in your default filter. In other words, the entire list of items will not be displayed; only those you specified in your default filter.

For those times when you need to override your default filter and see the entire list of items in the Item List, click on the SHOW ALL button at the **Filter** window.



In addition to the default filter you create and save, you can also share the use of the filters created by other users in your control group. On the **Advanced Filter** window, click on the radio button for Control Group. Click the drop-down arrow by the **Name** field to see the list of available filters.


#### 2.8.4 Changing the Default Filter

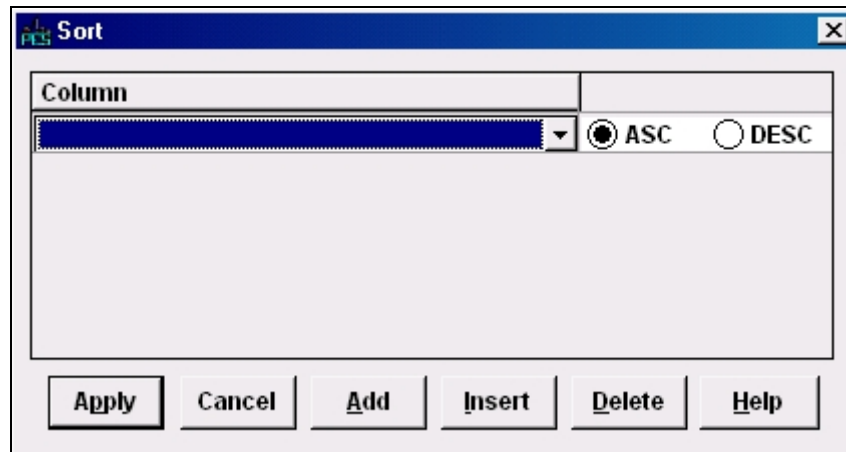
To change the criteria in your default filter, open the Item List lookup window and click the FILTER button. On the **Filter** window that displays, click the ADVANCED button. At the **Name** field, click on the drop-down arrow and select the Default filter assigned to you. Make changes to the criteria as needed and click on the SAVE button. Note that you can only change the default filter you created.

#### 2.8.5 Deleting the Default Filter

To delete your default filter, open the Item List lookup window and click the FILTER button. On the **Filter** window that displays, click the ADVANCED button. At the **Name** field, click on the drop-down arrow and select the Default filter assigned to you. Click on the DELETE button. Click YES in the Delete Confirmation window. Note that you can only delete the default filter you created.

## 2.9. Sorting Information

When viewing a list window, you can sort the data in any column. Click on the Sort icon  or from the **Edit** menu, select **Sort**. The **Sort** window will display.



You can choose which column to sort by and you can choose either Ascending (A-Z) or Descending (Z-A) for the selected column.

Click on the APPLY button to sort the rows in the order you specified, or click on the CANCEL button to cancel and return to the list window.

The **Sort** window also contains INSERT, ADD and DELETE buttons to aid in the entering and arranging of your sorting.

The HELP button will display a help window with information about sorting.

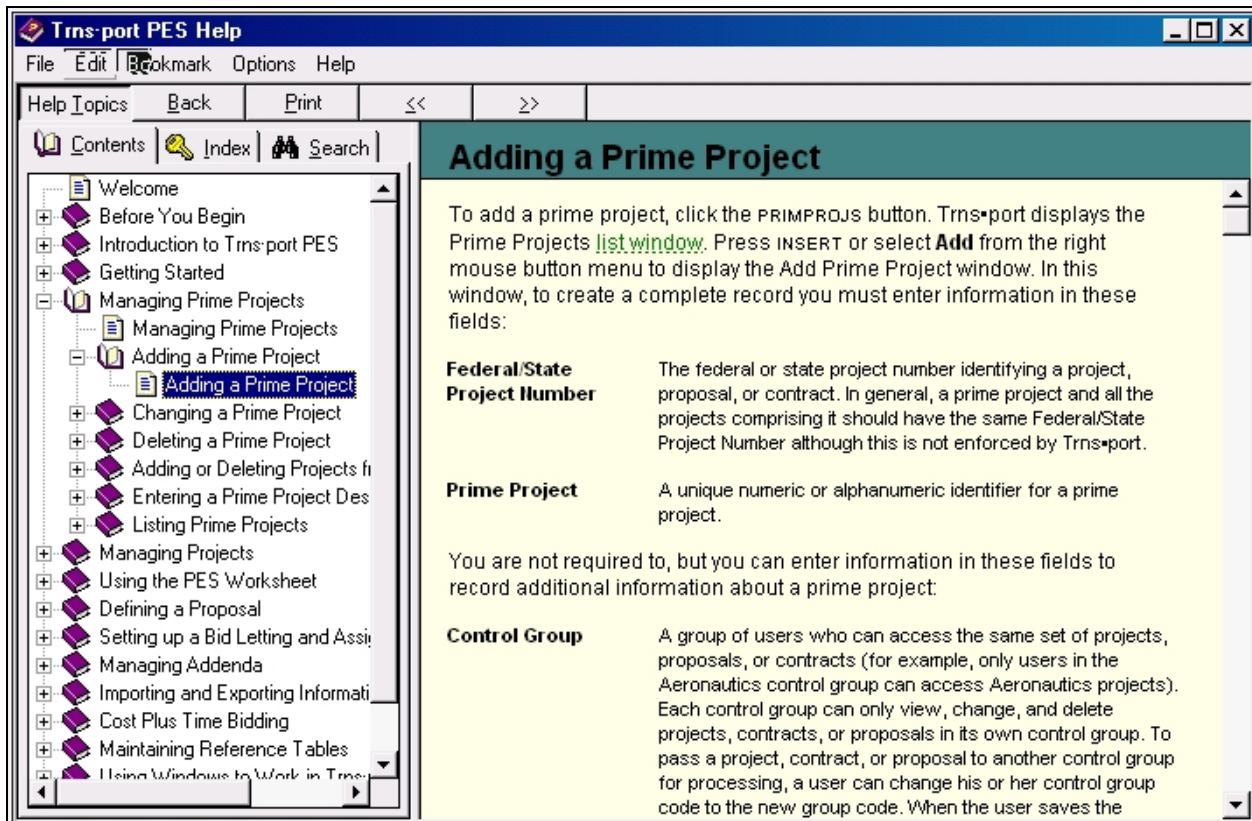
## 2.10. Using Online Help

To get online help, click on **Help** from the menu bar. Select **Help Index**. The **Help** topics are arranged on three tabs: **Contents**, **Index** and **Search**.



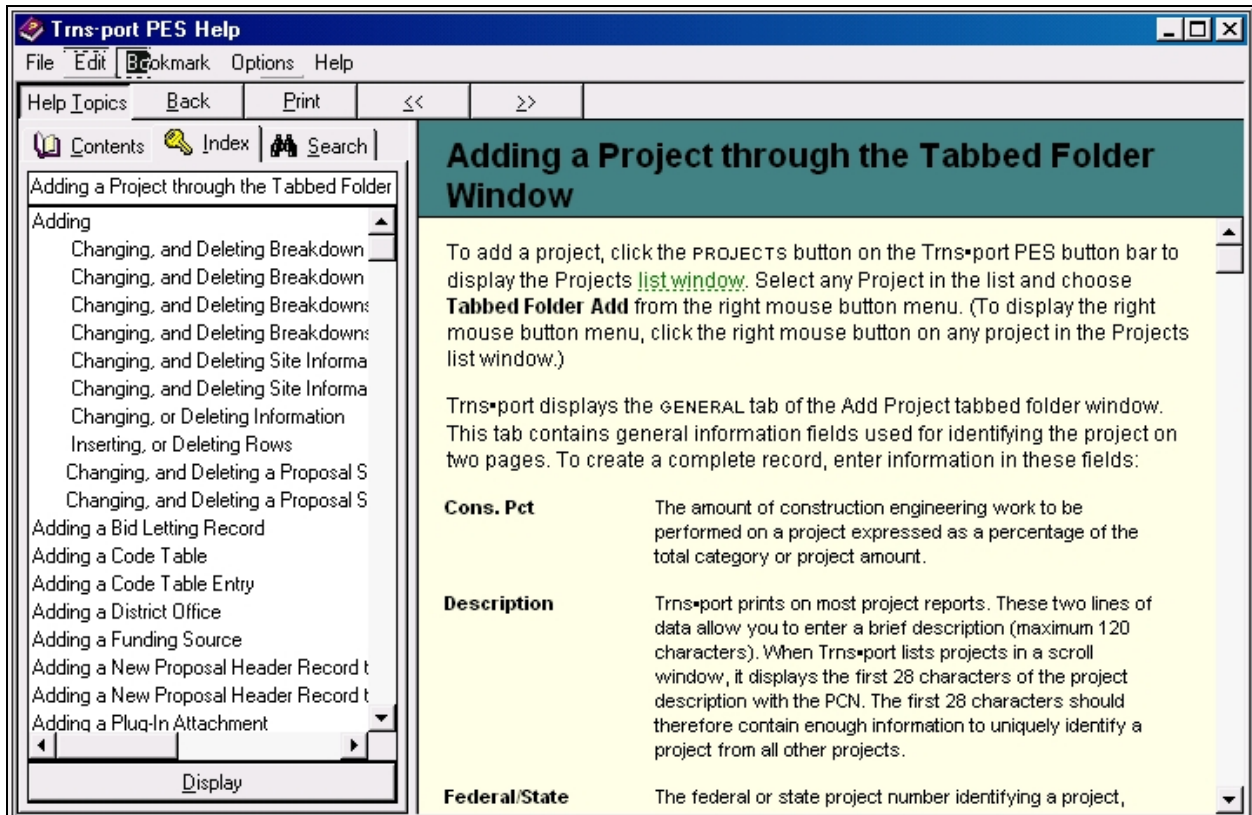
### 2.10.1. Help Contents Tab

The **Help Index** window opens on the **Contents** tab, which is most useful when you already know the section for which you want help. It is organized by category and displays the list of topics available in the Help system in a Windows Explorer type window. You can navigate the expandable/collapsible books and pages in the left pane of the window. When you double-click on a book, it opens to reveal additional books and pages. To access a topic, double-click on the desired page and the topic information appears in the right pane of the window.



## 2.10.2 Help Index Tab

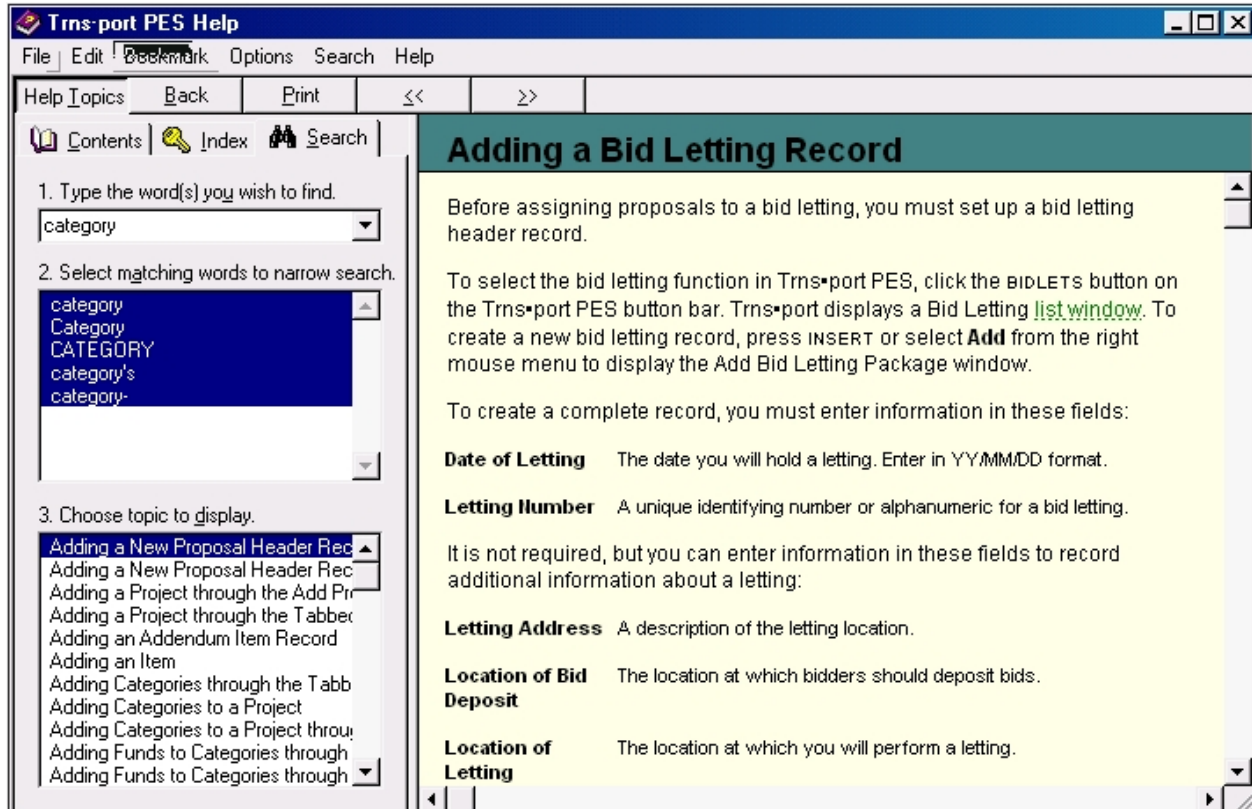
The **Index** tab lists keywords or phrases alphabetically. It is useful when you need to search for a topic and the exact wording of the topic is not known. Enter the first few letters of the desired search topic in the key-in text box. The list scrolls to reveal matches for the keyword you entered. Click a topic in the list to display the information in the right pane.





### 2.10.3 Help Search Tab

The **Search** tab provides access to a rapid full-text search. To use this tab to find a specific topic, enter the search word in the Section 1 key-in text box. Section 2 displays words that match the results of the preliminary search completed in Section 1. If the overall search still needs to be narrowed, select the best match from the list in Section 2. Section 3 then displays a more specific list of topics. Click the best topic match from the search results in Section 3 to display the information in the right pane.



### 2.10.4 Help on Active Window

From the **Help** menu, you may also select **Help on Active Window**. Trns·port will display the Help Contents window already opened to help topics on the activity you are currently performing.

### 2.10.5 About Trns·port PES

If you choose **About Trns·port PES** from the **Help** menu, a window with general information about the application displays.

## 2.10.6 Field Help

At any field in which you can enter data, you can right-click and select **Field Help**. A window displays giving pertinent information about that field. (To get field help for a field contained in a grid, click on the column header with the right mouse button and select **Field Help**.)

For example, the screen below gives the information on the field **Disres** from the Project window.

