

CYPHER 1 WORKING NOTES 3 – HOW TO CREATE A FAVOURITE

- 1) OPEN THE **FAVOURITE** SCREENS, FROM THE DATABASE TAB ON THE LAUNCH SCREEN
- 2) CLICK ON CREATE:
- 3) TYPE IN THE NAME FOR YOUR FAVOURITE & CLICK ON SAVE:

The screenshot shows the 'Favourite Details' window. The 'Name' field is filled with '2ND FIX ITEMS'. The 'Recno' field is '0'. The 'Description' field contains 'All my regularly used Switches etc...'. The 'Save' button is highlighted with a green checkmark. A red circle highlights the 'Name' field and the 'Save' button. A red arrow points from the 'Database' tab to the 'Main Description' field.

- 4) CLICK THE DATABASE TAB
- 5) SELECT THE ITEMS FROM THEN DATABASE THAT YOU REQUIRE IN THE FAVOURITE:

The screenshot shows the 'Favourite Details' window with the 'Database' tab selected. The 'Name' field is '2ND FIX ITEMS' and 'Recno' is '54'. The 'Description' field is 'All my regularly used Switches etc...'. The 'Save' button is highlighted. A table of items is displayed below the 'Database' tab.

Catalogue Number	Main Description	Trade	Supplier Discount	Supplier Unit Net	Supplier Agreed
NLB300/1	NEWL NLB300/1 1G SW 13A SOCKET OUTLET	1.45	30.00	1.015	
NLB300/1DP	NEWL NLB300/1DP 13A 1GANG DP SOCK	1.85	30.00	1.265	
NLB300/1RCD	NEWL NLB300/1RCD WHITE 13A 1 GANG RCD SOCKET	19.95	30.00	13.995	
NLB300/1US	NEWL NLB300/1US 1G UNSW 13A SOCKET OUTLET	1.65	30.00	1.155	
NLB300/2	NEWL NLB300/2 2G SW 13A SOCKET OUTLET	1.95	30.00	1.355	
NLB300/2DP	NEWL NLB300/2DP 2G SW 2P 13A SOCKET OUTLET	2.45	30.00	1.715	
NLB300/2RCD	NEWL NLB300/2RCD WHITE 13A 2 GANG RCD SOCKET	24.95	30.00	17.495	
NLB300/2US	NEWL NLB300/2US 2G UNSW 13A SOCKET OUTLET	2.45	30.00	1.715	

- 6) REPEAT THE PROCEDURE (STEP 5) FOR ALL REQUIRED ITEMS
- 7) THERE IS NO NEED TO CLICK ON SAVE AGAIN AS THE FAVOURITE DATA IS AUTOMATICALLY SAVED
- 8) THE GROUP AND USER FIELDS CAN BE USED TO PLACE THE FAVOURITE INTO A LIST PURELY FOR ONE USER OR LEFT BLANK TO ADD IT TO THE GLOBAL LIST
- 9) THE DESCRIPTION FIELD CAN BE USED TO DESCRIBE THE STYLE OR MAKE-UP OF THE FAVOURITE.