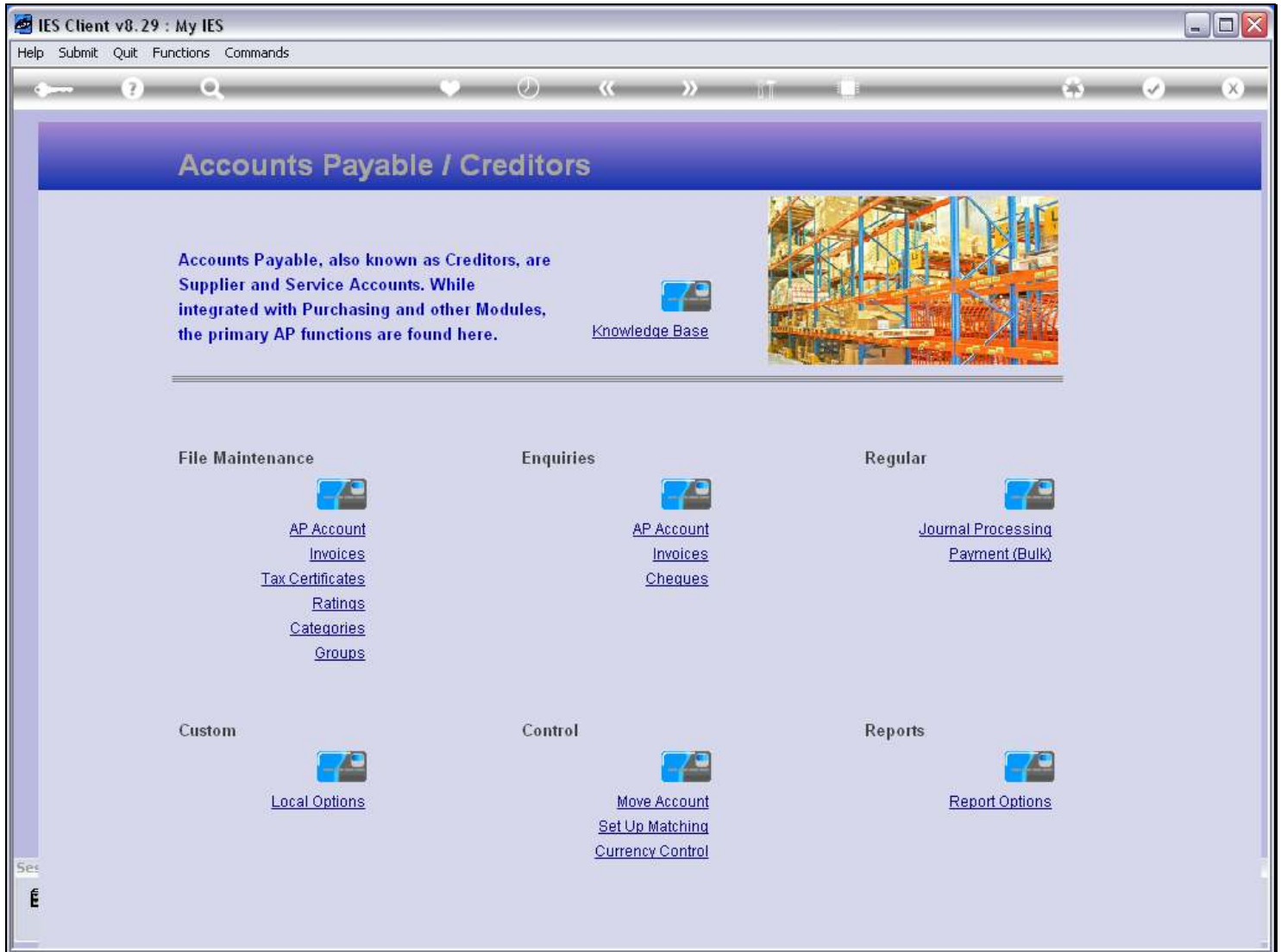
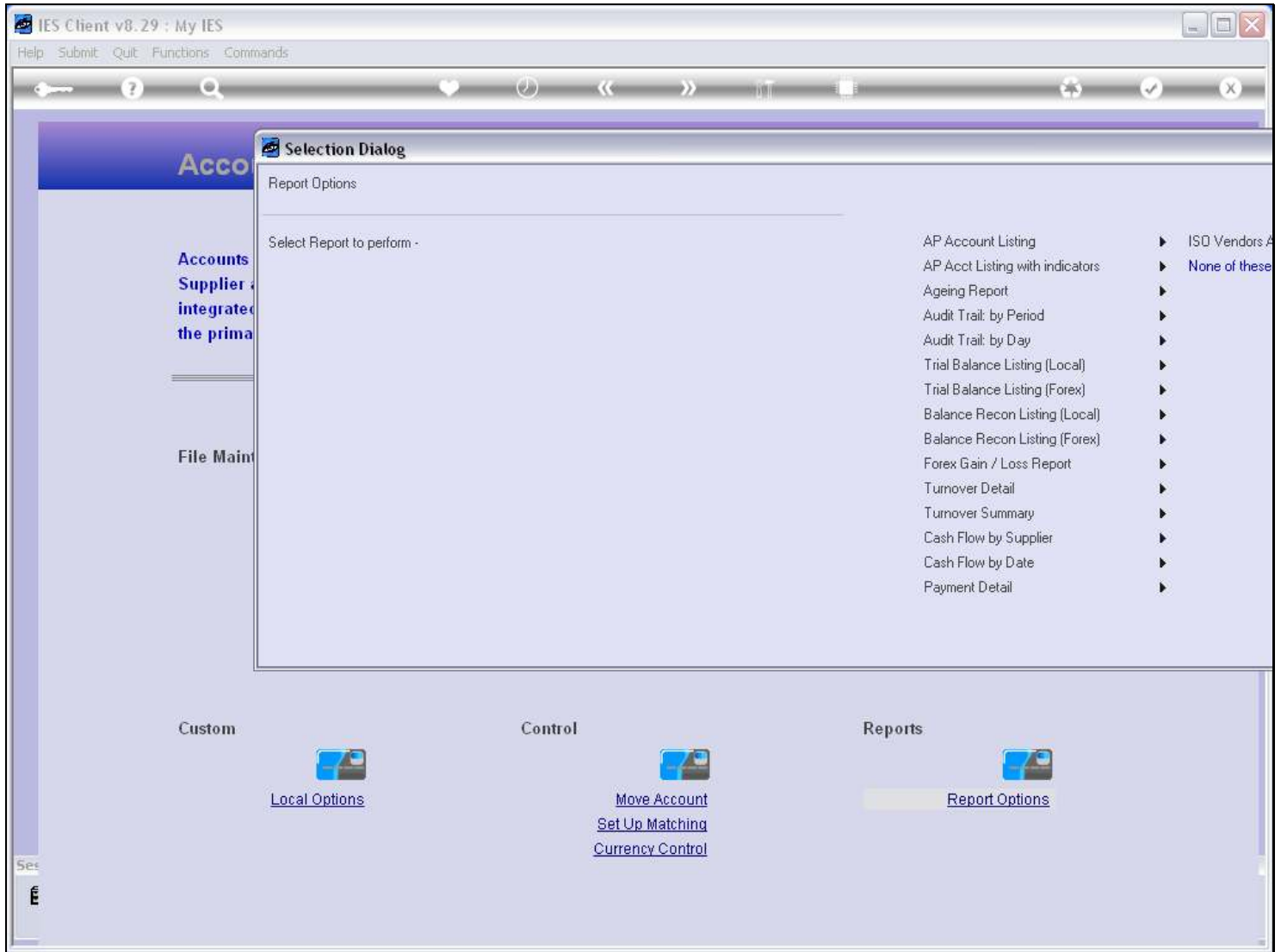


**Slide 1 - Slide 1****Slide notes**

When we choose to use a User Version for a Report option, then the system will remember that as the 'last preferred' choice.

## Slide 2 - Slide 2



## Slide notes

Slide 3 - Slide 3

The screenshot shows the IES Client v8.29: My IES interface. The title bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. The main content area is titled 'IES REPORTS AND QUERIES: - User Instructions' and contains the following steps:

- NAME:** CREDITOR LISTING (NAME AND CODE ONLY)
- 1: - CHOOSE VERSION** (with a [Versions](#) link). Report Version: user version: AP Listing, with Current Bal
- 2: - CHOOSE SETTINGS**. Format: report, OutPut: FILE, File Type: txt text file, Template: 04: Infolab, Report Header: AP / Creditor Accounts Listing
- 3: - CHOOSE DATA SELECTOR** (with a [Change Selector](#) link). Data Selector: cred-open OPEN CREDITORS
- 4: - TO e-MAIL THE RESULTS** (with a [Priority](#) dropdown set to normal).  Despatch By E-Mail, Mail Drive: \*. Mail To: [empty], Mail Title: Creditor Listing (name and code only), Message Body: report by mail
- 5: - ADAPT DATA SELECTION (if prompts are present)** (with a [How to define MY CHOICE](#) link). A table is shown below:

Selection Tip	My Choice
1. Group No =	[ ]

Buttons: Nex, Pre, Add, Ins, Ed, Del
- 6: - Record Select:**  OPEN Records only,  CLOSED Records Only,  EITHER
- 7: - CHOOSE NEXT** (with a [Next](#) link)

Slide notes

## Slide 4 - Slide 4

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

**NAME:** CREDITOR LISTING (NAME AND CODE ONLY)

**1: - CHOOSE VERSION** [Versions](#)  
 Report Version: user version: AP Listing, with Current Bal

**2: - CHOOSE SETTINGS**  
 Format: report  
 OutPut: FILE  
 File Type: txt text file  
 Template: 04: Infolab  
 Report Header: AP / Creditor Accounts Listing

**3: - CHOOSE DATA SELECTOR** [Change Selector](#)  
 Data Selector: cred-open OPEN CREDITORS

**4: - TO e-MAIL THE RESULTS** Priority: normal  
 Despatch By E-Mail Mail Drive \*  
 Mail To:  
 Mail Title: Creditor Listing (name and code only)  
 Message Body: report by mail

**5: - ADAPT DATA SELECTION (if prompts are present)** [How to define MY CHOICE](#)

Selection Tip	My Choice
1. Group No =	[ ]

Nex Pre Add Ins Ed Del

**6: - Record Select:**  
 OPEN Records only  
 CLOSED Records Only  
 EITHER

**7: - CHOOSE NEXT** [Next](#)

## Slide notes

Even as we selected this Report option from the menu, the system is already proposing to perform a User Version. Why so? This is because last time I preferred this User Version when I performed this Report option.

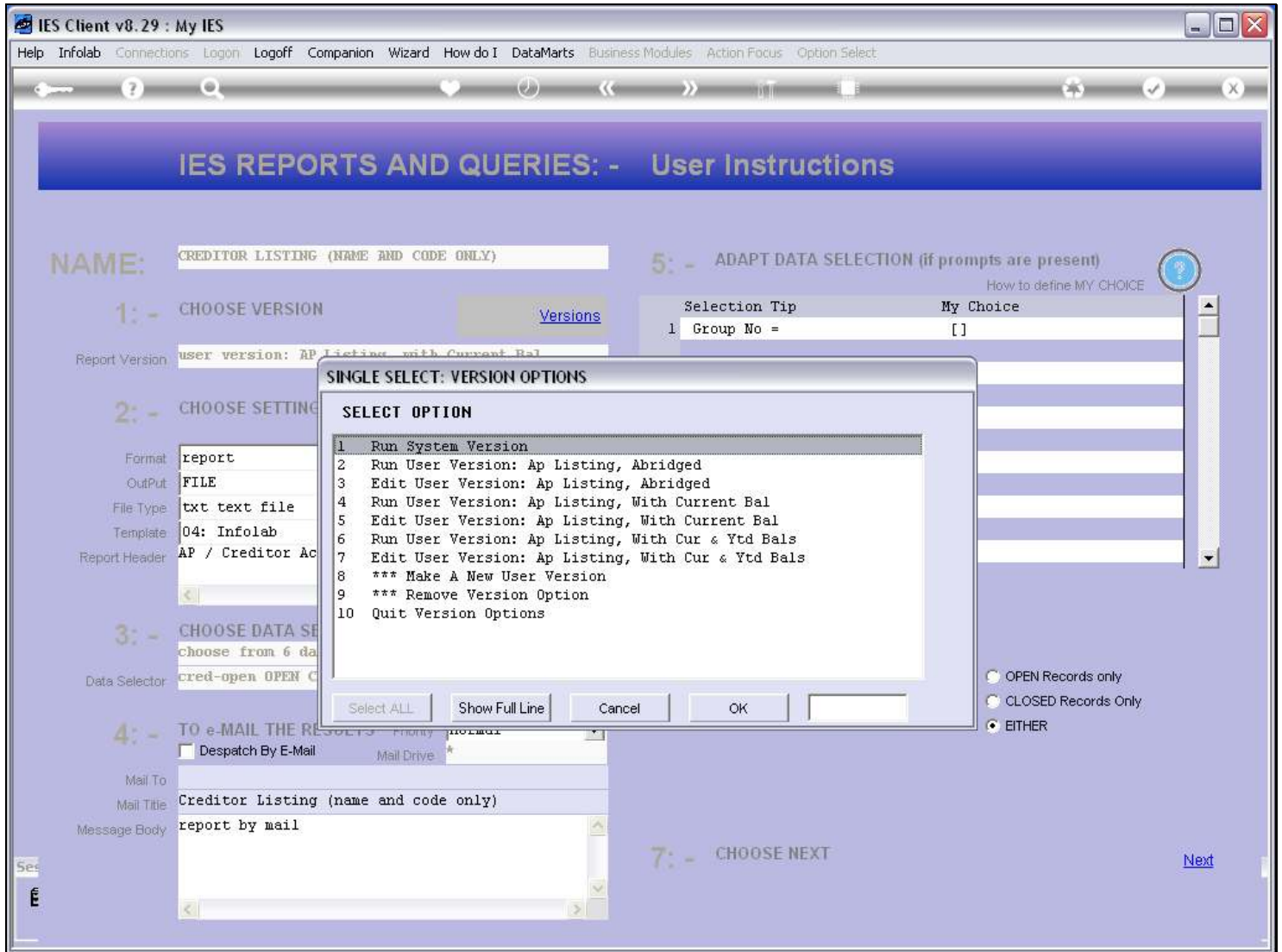
Slide 5 - Slide 5

The screenshot shows the IES Client v8.29: My IES interface. The title bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. The main content area is titled 'IES REPORTS AND QUERIES: - User Instructions' and contains the following steps:

- NAME:** CREDITOR LISTING (NAME AND CODE ONLY)
- 1: - CHOOSE VERSION** (with a [Versions](#) link). Report Version: user version: AP Listing, with Current Bal
- 2: - CHOOSE SETTINGS**. Format: report, OutPut: FILE, File Type: txt text file, Template: 04: Infolab, Report Header: AP / Creditor Accounts Listing
- 3: - CHOOSE DATA SELECTOR** (with a [Change Selector](#) link). Data Selector: cred-open OPEN CREDITORS
- 4: - TO e-MAIL THE RESULTS** (with a [Priority](#) dropdown set to normal).  Despatch By E-Mail, Mail Drive: \*. Mail To: [empty], Mail Title: Creditor Listing (name and code only), Message Body: report by mail
- 5: - ADAPT DATA SELECTION (if prompts are present)** (with a [How to define MY CHOICE](#) link). A table is shown with columns 'Selection Tip' and 'My Choice'. Row 1: Group No = [ ]. Below the table are buttons: Nex, Pre, Add, Ins, Ed, Del.
- 6: - Record Select:**  OPEN Records only,  CLOSED Records Only,  EITHER
- 7: - CHOOSE NEXT** (with a [Next](#) link)

Slide notes

Slide 6 - Slide 6



Slide notes

If I change my preference, i.e. choose to run a different User Version this time, then that will become 'the last preferred choice'.



Slide 7 - Slide 7

IES Client v8.29 : My IES

Help Infolab Connections Logon Logoff Companion Wizard How do I DataMarts Business Modules Action Focus Option Select

### IES REPORTS AND QUERIES: - User Instructions

NAME: CREDITOR LISTING (NAME AND CODE ONLY)

5: - ADAPT DATA SELECTION (if prompts are present)  
How to define MY CHOICE

Selection Tip	My Choice
1 Group No =	[ ]

1: - CHOOSE VERSION  
Report Version user version: AP Listing, with Current Bal

2: - CHOOSE SETTING  
Format report  
OutPut FILE  
File Type txt text file  
Template 04: Infolab  
Report Header AP / Creditor Ac

3: - CHOOSE DATA SELECTION  
choose from 6 data selectors  
Data Selector cred-open OPEN C

4: - TO e-MAIL THE RESULTS Priority  
 Despatch By E-Mail Mail Drive \*

Mail To  
Mail Title Creditor Listing (name and code only)  
Message Body report by mail

7: - CHOOSE NEXT [Next](#)

**SINGLE SELECT: VERSION OPTIONS**

SELECT OPTION

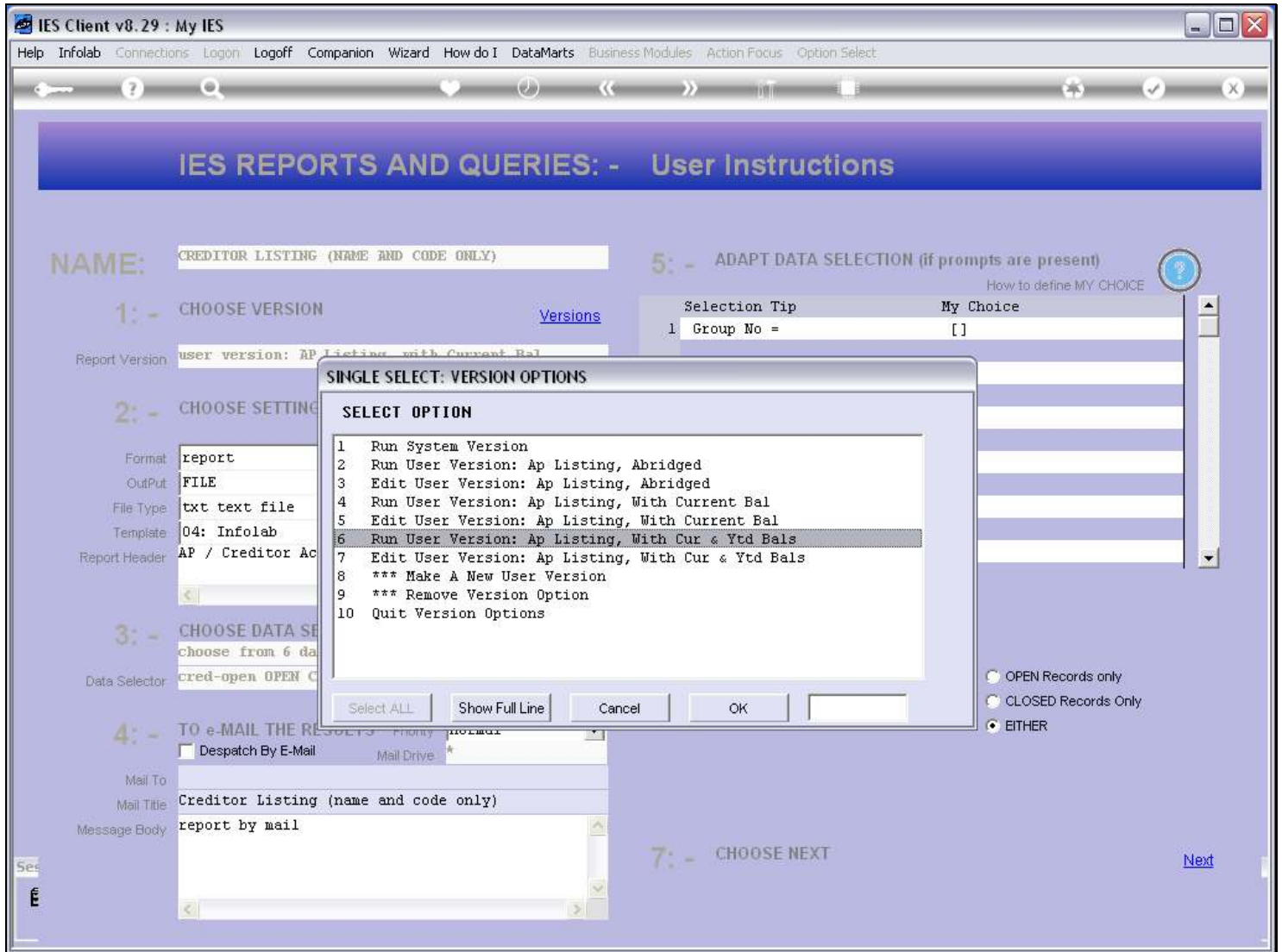
- 1 Run System Version
- 2 Run User Version: Ap Listing, Abridged
- 3 Edit User Version: Ap Listing, Abridged
- 4 Run User Version: Ap Listing, With Current Bal
- 5 Edit User Version: Ap Listing, With Current Bal
- 6 Run User Version: Ap Listing, With Cur & Ytd Bals
- 7 Edit User Version: Ap Listing, With Cur & Ytd Bals
- 8 \*\*\* Make A New User Version
- 9 \*\*\* Remove Version Option
- 10 Quit Version Options

Select ALL Show Full Line Cancel OK

OPEN Records only  
 CLOSED Records Only  
 EITHER

Slide notes

Slide 8 - Slide 8



Slide notes



## Slide 9 - Slide 9

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

**NAME:** CREDITOR LISTING (NAME AND CODE ONLY)

**1: - CHOOSE VERSION** [Versions](#)  
 Report Version: user version: AP Listing, with Cur & Ytd Bals

**2: - CHOOSE SETTINGS**  
 Format: report  
 OutPut: FILE  
 File Type: txt text file  
 Template: 04: Infolab  
 Report Header: AP / Creditor Accounts Listing

**3: - CHOOSE DATA SELECTOR** [Change Selector](#)  
 Data Selector: cred-open OPEN CREDITORS

**4: - TO e-MAIL THE RESULTS** Priority: normal  
 Despatch By E-Mail Mail Drive \*  
 Mail To:  
 Mail Title: Creditor Listing (name and code only)  
 Message Body: report by mail

**5: - ADAPT DATA SELECTION (if prompts are present)** [How to define MY CHOICE](#)

Selection Tip	My Choice
1 Group No =	[ ]

Nex Pre Add Ins Ed Del

**6: - Record Select:**  
 OPEN Records only  
 CLOSED Records Only  
 EITHER

**7: - CHOOSE NEXT** [Next](#)

## Slide notes

So this option will now become the preferred choice that the system will remember for the next time when I choose this Report option. Let's have a look.

Slide 10 - Slide 10

The screenshot shows the IES Client v8.29: My IES interface. The title bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. The main content area is titled 'IES REPORTS AND QUERIES: - User Instructions' and contains the following steps:

- NAME:** CREDITOR LISTING (NAME AND CODE ONLY)
- 1: - CHOOSE VERSION** (with a [Versions](#) link). Report Version: user version: AP Listing, with Cur & Ytd Bals
- 2: - CHOOSE SETTINGS**. Format: report, OutPut: FILE, File Type: txt text file, Template: 04: Infolab, Report Header: AP / Creditor Accounts Listing
- 3: - CHOOSE DATA SELECTOR** (with a [Change Selector](#) link). Data Selector: cred-open OPEN CREDITORS
- 4: - TO e-MAIL THE RESULTS** (with a [Priority](#) dropdown set to normal).  Despatch By E-Mail, Mail Drive: \*. Mail To: [empty], Mail Title: Creditor Listing (name and code only), Message Body: report by mail
- 5: - ADAPT DATA SELECTION (if prompts are present)** (with a [How to define MY CHOICE](#) link). A table is shown with columns 'Selection Tip' and 'My Choice'. The first row contains '1 Group No =' and '[]'. Below the table are buttons: Nex, Pre, Add, Ins, Ed, Del.
- 6: - Record Select:**  OPEN Records only,  CLOSED Records Only,  EITHER
- 7: - CHOOSE NEXT** (with a [Next](#) link)

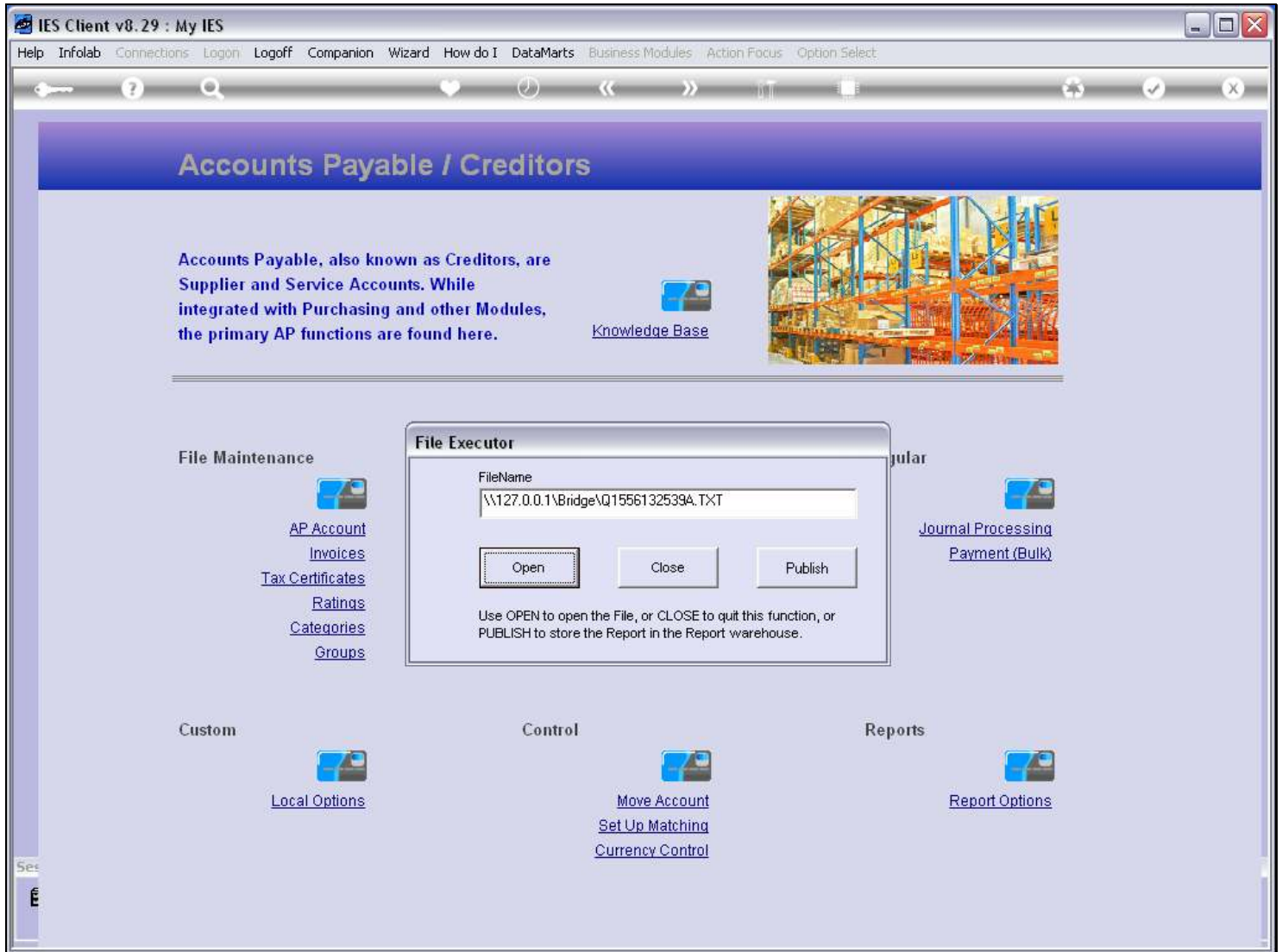
Slide notes

Slide 11 - Slide 11



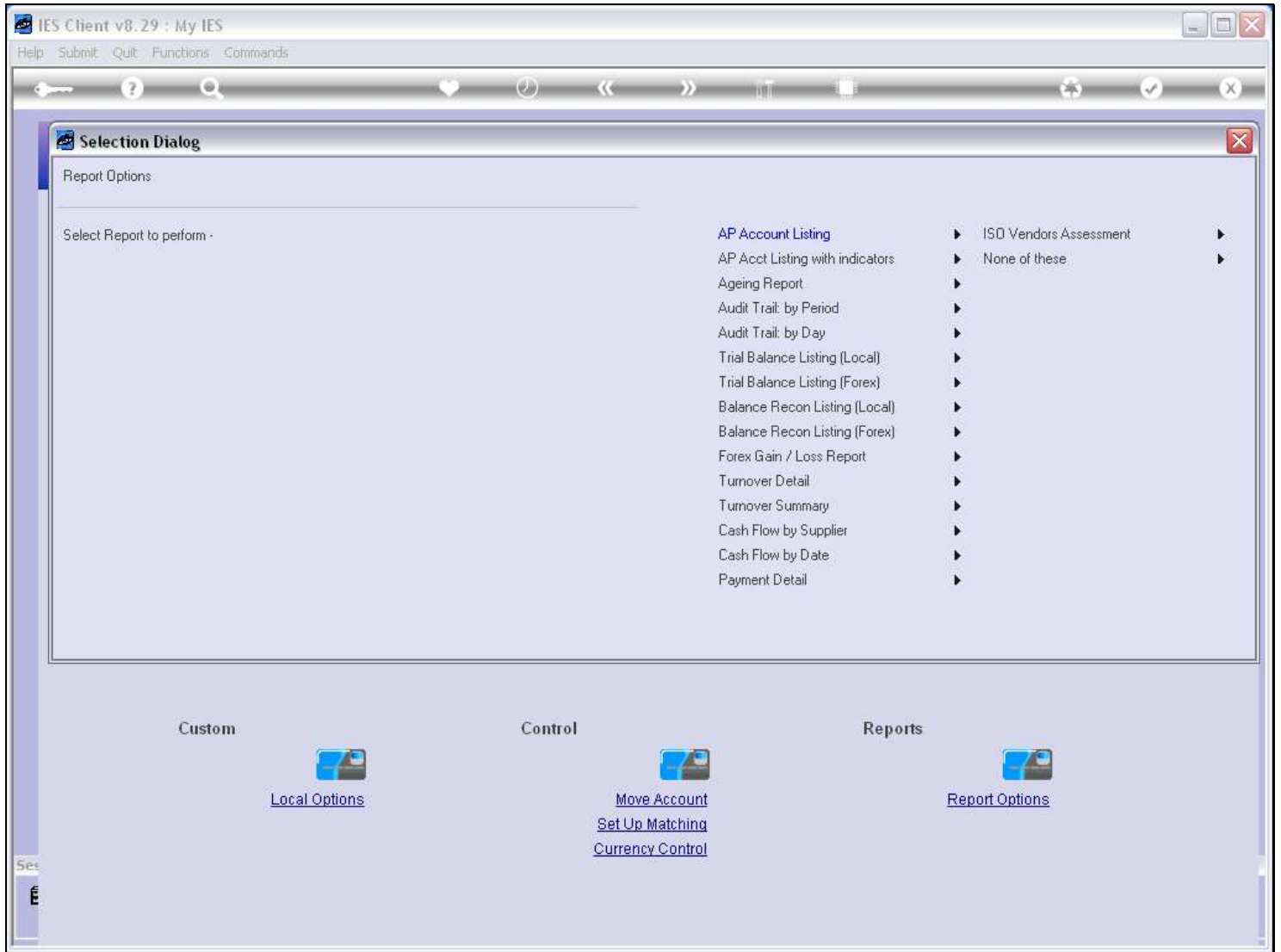
Slide notes

Slide 12 - Slide 12



Slide notes

Slide 13 - Slide 13



Slide notes

Slide 14 - Slide 14

The screenshot shows the IES Client v8.29: My IES interface. The title bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. The main content area is titled 'IES REPORTS AND QUERIES: - User Instructions' and contains the following steps:

- NAME:** CREDITOR LISTING (NAME AND CODE ONLY)
- 1: - CHOOSE VERSION** (with a [Versions](#) link). Report Version: user version: AP Listing, with Cur & Ytd Bals
- 2: - CHOOSE SETTINGS**. Format: report, OutPut: FILE, File Type: txt text file, Template: 04: Infolab, Report Header: AP / Creditor Accounts Listing
- 3: - CHOOSE DATA SELECTOR** (with a [Change Selector](#) link). Data Selector: cred-open OPEN CREDITORS
- 4: - TO e-MAIL THE RESULTS** (with a [Priority](#) dropdown set to normal).  Despatch By E-Mail, Mail Drive: \*. Mail To: [empty], Mail Title: Creditor Listing (name and code only), Message Body: report by mail
- 5: - ADAPT DATA SELECTION (if prompts are present)** (with a [How to define MY CHOICE](#) link). A table is shown with columns 'Selection Tip' and 'My Choice'. Row 1: Group No = [ ]. Below the table are buttons: Nex, Pre, Add, Ins, Ed, Del.
- 6: - Record Select:**  OPEN Records only,  CLOSED Records Only,  EITHER
- 7: - CHOOSE NEXT** (with a [Next](#) link)

Slide notes



## Slide 15 - Slide 15

IES Client v8.29 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: CREDITOR LISTING (NAME AND CODE ONLY)

1: - CHOOSE VERSION [Versions](#)

Report Version: user version: AP Listing, with Cur & Ytd Bals

2: - CHOOSE SETTINGS

Format: report

OutPut: FILE

File Type: txt text file

Template: 04: Infolab

Report Header: AP / Creditor Accounts Listing

3: - CHOOSE DATA SELECTOR [Change Selector](#)

choose from 6 data selectors

Data Selector: cred-open OPEN CREDITORS

4: - TO e-MAIL THE RESULTS Priority: normal

Despatch By E-Mail Mail Drive \*

Mail To:

Mail Title: Creditor Listing (name and code only)

Message Body: report by mail

5: - ADAPT DATA SELECTION (if prompts are present) [How to define MY CHOICE](#)

Selection Tip	My Choice
1. Group No =	[ ]

Nex Pre Add Ins Ed Del

6: - Record Select:

OPEN Records only

CLOSED Records Only

EITHER

7: - CHOOSE NEXT [Next](#)

## Slide notes

Sure enough, it has now become the preferred default choice. Of course, I can change it whenever I want, and even choose the System Version again. That does not mean that I lose any of my User Versions, it only means that it is the default option the system will perform unless I make another choice.

Slide 16 - Slide 16

**IES Client v8.29 : My IES**  
Help Submit Quit Functions Commands

**IES REPORTS AND QUERIES: - User Instructions**

**NAME:** CREDITOR LISTING (NAME AND CODE ONLY)

**1: - CHOOSE VERSION** [Versions](#)  
Report Version: user version: AP Listing, with Cur & Ytd Bals

**2: - CHOOSE SETTINGS**  
Format: report  
OutPut: FILE  
File Type: txt text file  
Template: 04: Infolab  
Report Header: AP / Creditor Accounts Listing

**3: - CHOOSE DATA SELECTOR** [Change Selector](#)  
Data Selector: cred-open OPEN CREDITORS

**4: - TO e-MAIL THE RESULTS** Priority: normal  
 Despatch By E-Mail Mail Drive \*

Mail To: \_\_\_\_\_  
Mail Title: Creditor Listing (name and code only)  
Message Body: report by mail

**5: - ADAPT DATA SELECTION (if prompts are present)** [How to define MY CHOICE](#)

Selection Tip	My Choice
1. Group No =	[ ]

Nex Pre Add Ins Ed Del

**6: - Record Select:**  
 OPEN Records only  
 CLOSED Records Only  
 EITHER

**7: - CHOOSE NEXT** [Next](#)

Slide notes