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Mandatory fields How2.

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Information

The Mandatory fields can be selected so to initiate which fields needs to be filled in before you can save the information on the card. When you forgot to insert information in those fields it will give you a notification letting you know that you still need to fill in that information.

Setting Up Mandatory Fields

To setup the Mandatory fields follow the following steps shown below.

1. In the Card Admin right click on a card (Figure 1), and then click on Properties.

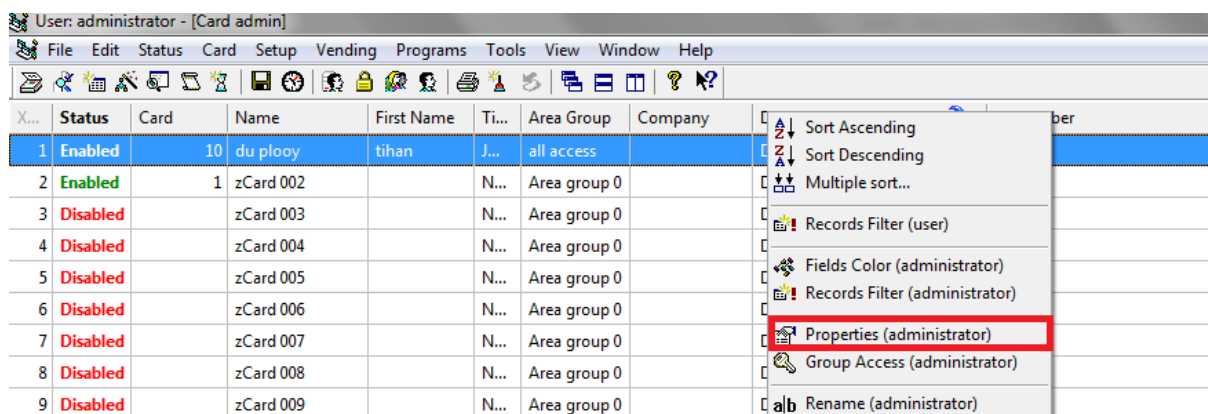


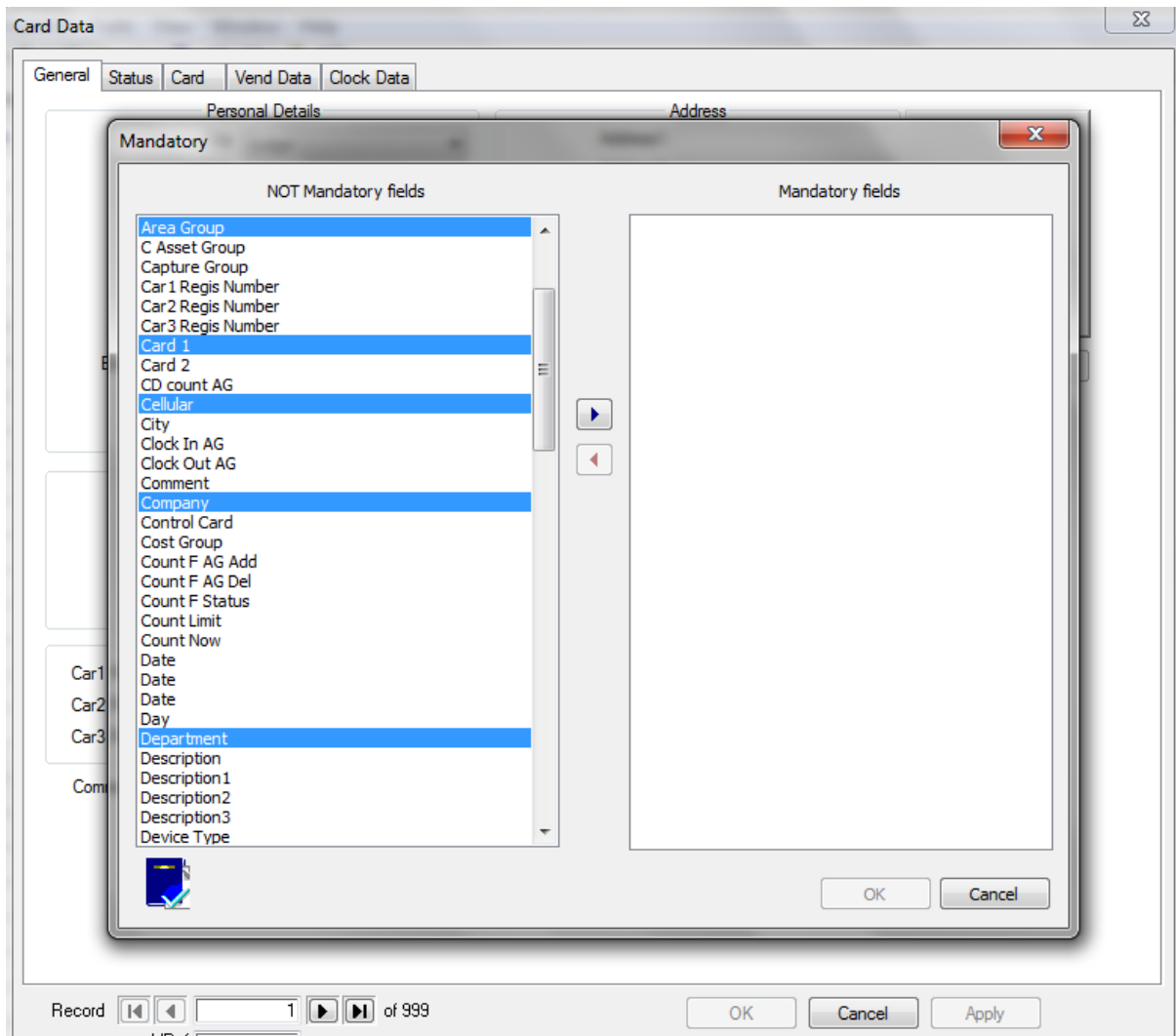
Figure 1

2. In the **Card Properties** Screen right click anywhere on an open space and then select Mandatory fields (Figure2).

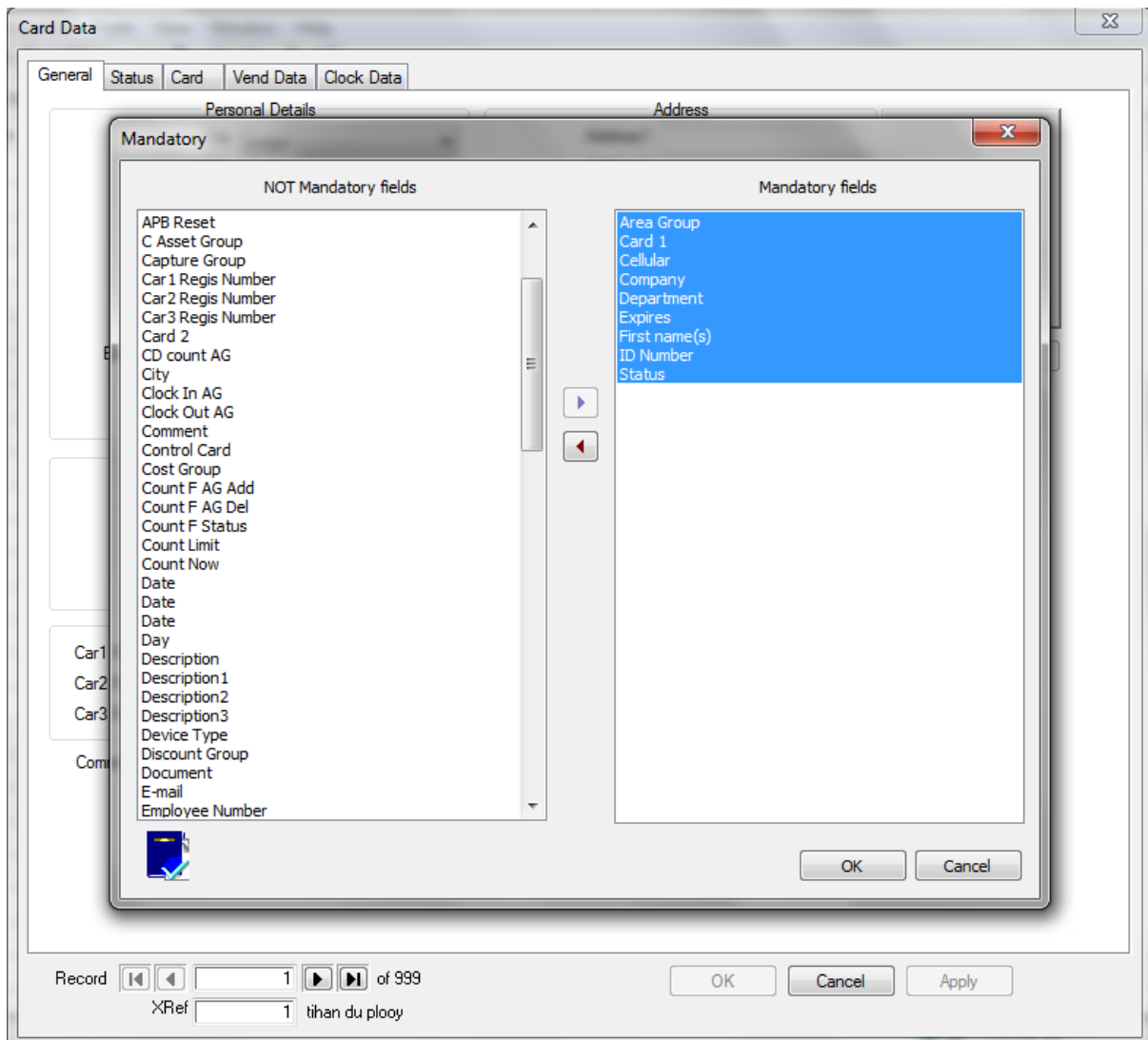
The screenshot shows the 'Card Data' application window with a context menu open over the 'Personal Details' section. The menu items are: 'Access to Dialog Items', 'Access to Dialog Controls by User Groups', and 'Mandatory fields' (highlighted with a red border). The application window contains several sections: 'Personal Details' (Title: Judge, ID Number: 42335, Gender: None, Employee Number: zEmploy 001), 'Address' (Address1, Address2, Suburb, City, Postal Code, E-mail), 'Business' (Company, Department: Department 0, Job Task: zTask 0, Spare: zSpare 0, Spare 2, Spare 3, Union: Union 0), 'Contact Numbers' (Home, Work, Cellular, Other), 'Vehicle Info' (Car1, Car2, Car3 Regis Number and Description), and a 'Comment' field. The bottom status bar shows 'Record 1 of 999' and 'XRef 1 tihan du plooy'.

Figure 2

3. On the Mandatory window there is a “NOT Mandatory fields” and also “Mandatory fields”. Select the fields that you want as Mandatory fields from the Not Mandatory fields (Figure 3) and transfer them to the Mandatory field column (Figure 4).

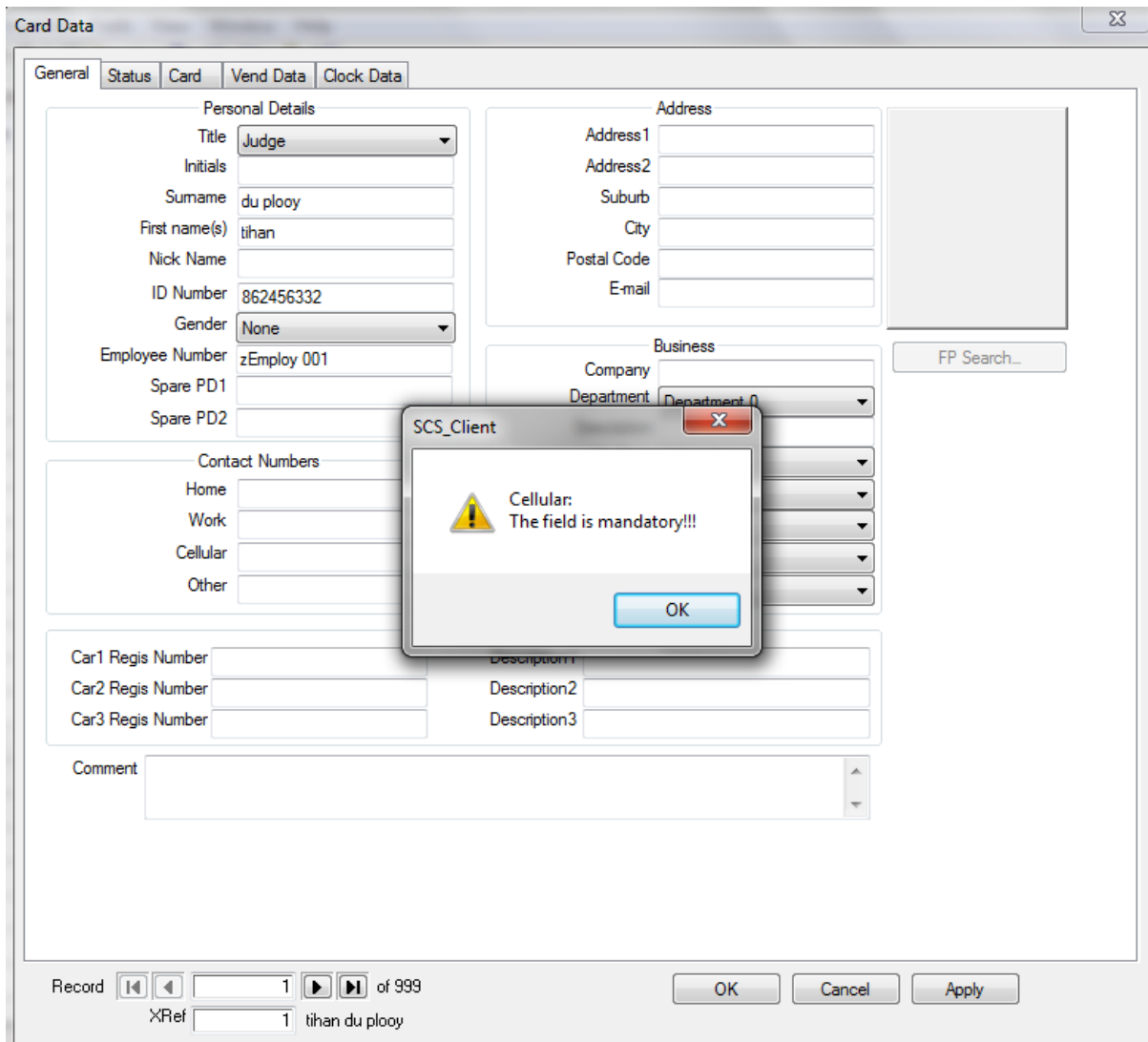


(Figure 3)



(Figure 4)

4. When fields is not filled in as it should then it will give a message that tells you the field you didn't specify and that the field is mandatory (Figure 5).



(Figure 5)