

Navigating the Integrated Cargo System (ICS) - a quick guide

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SCREEN RESOLUTION AND REFRESH RATE

Screen resolution is the setting that determines the amount (size) of information that appears on your screen. To be able to view and navigate successfully within the ICS, screen resolution must be set at a minimum of 1024 x 768 (256 colours). It can be set higher than 256 colours if preferred, but this resolution is required as a minimum.

A higher resolution may also require a higher refresh rate to be set. A higher the refresh rate (eg, 85 Hz) will reduce any 'flickering' of the screen and make it more comfortable to use. This does NOT apply to newer Liquid Crystal Display (LCD) flat panel screens.

TO CHANGE SCREEN RESOLUTION

There are different ways to adjust screen resolution, depending on your own computer. Two options are listed below.

1. Click on the display icon  (located next to the clock in the task bar) and then click on **1024 x 768 256 colors**.
2. If desired, try the other 1024 x 768 options until you find a suitable screen appearance.

OR

1. Click on the **Start** button on the taskbar, click on **Settings** and then click on **Control Panel**.

The **Control Panel** dialog box displays.

2. Double-click on **Display**.

The **Display Properties** dialog box displays.

3. Click on the **Settings** tab.
4. Under the Desktop area, drag the slider to change the screen resolution to 1024 x 768.

TO CHANGE REFRESH RATE (DOES NOT APPLY TO LCD SCREENS)

1. Click on the display icon  (located next to the clock in the task bar), click on **Refresh Rate** and then click on the highest option available (eg, 85 hz).

Consult with your computer/monitor user guide for further details on a suitable refresh rate.

SCREEN LAYOUT

There are components of each screen with generic functionality as described below.

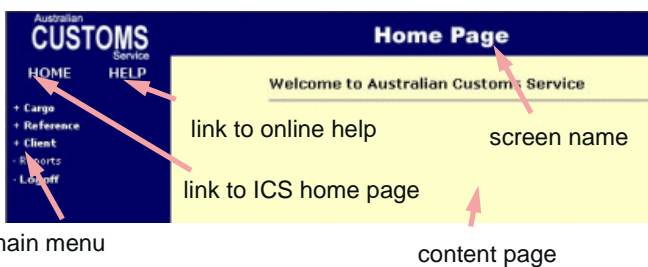


Table 1 - Generic functionality descriptions

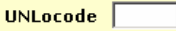





Name	Description
main menu	Contains the names of all available functions that can be accessed from the Home Page.
HOME	Links to the ICS home page, available from all screens.
HELP	Link to screen level online help, available from all screens.

Name	Description
screen name	Each screen within the ICS has a different name depending on the transactions that can occur on that screen.
content page	Area of the screen that displays the ICS transaction.

FIELDS AND BUTTONS

Screens in the ICS use a combination of fields and buttons.

Table 2 - Common field and button descriptions

Name	Description
Field 	Fields consist of a field name and field data. Most screens in the ICS contain fields in which you enter data (input fields) or that provide information for you (display fields).
Fields with hyperlink search 	Some fields have the ability to perform an independent search through a hyperlink. Other hyperlinks also exist in the system.
Checkboxes 	Checkboxes are clicked to select one or more options and clicked again to deselect an option.
Options 	Options are clicked to select only one from a number of options.
Fields with drop down buttons 	Some fields have the ability to search a list by clicking on a drop down button. Only one option may be selected from a drop down menu.
Buttons 	Buttons are clicked on to initiate a response or action.

FIELD COLOURS

The ICS has standard field colours that indicate what type of information is required:

- **white** – optional or conditional input field. Conditional fields are ones that become mandatory when another field has data entered
- **blue** – mandatory input field
- **pink** – blue mandatory fields become pink when a user attempts to move past without inputting information
- **red** – when an error message is generated, click on the error message in the error box and the system will highlight in red the particular field that is missing the required information on the content page.

TIPS FOR ENTERING INFORMATION

- press the 'Tab' key on the keyboard to move forward through the fields
- press the 'Shift' + 'Tab' keys on the keyboard to move backwards through the fields
- use the mouse to click in the field that requires data or to select from a drop down list
- dates must be entered in the format of DD MMM YYYY, eg, 20 Dec 2003
- it is possible to tab to a dropdown list and:
 - type the first letter of the option required until it appears in the field or
 - press the up and down arrow keys on the keyboard until the relevant option is selected.