AMOS Business Suite

Version 10.4.00

Getting Started Guide



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CONTENTS

CHAPTER 1 Getting Started with AMOS

How to Start AMOS Business Suite 2
Updating Your System License 2

CHAPTER 2 The Dashboard

Switching the Dashboard On and Off 4
Alerts Overview 4
Notifications 6
Task, List and Icon Bar 6
Webpages and Images on the Dashboard 8

CHAPTER 3 The Windows in AMOS

The Main Window 10
Setting the Default Window Opening Mode 10
Setting Tab Behaviour 10
Splitting Scrollbars 11
Ribbon Bar and Menus 12
Toolbars 13
Active Window Refresh 14
Searching in a Window 14
- Lookup Buttons 16
- Sorting Columns 17
- Ordering Columns 17

Quick Launcher 18
- Starting the Quick Launcher 18
- Sub-Menus in the Quick Launcher 20
- Quick Launcher Settings and Reset 21

Multi-Selecting 21
Setting Dates with the Calendar 22
Audit Trails and Change Reasons 23
Selecting or Changing the View 24
Printing from AMOS 25
Locking the Application 26
Saving, Closing and Exiting 26

SpecTec

CHAPTER 4 Installations and Departments

Switching Departments 28
Global Search 28

Your AMOS Support Network

An up-to-date list of email addresses and telephone numbers is available on the Contact Support page of our website, at www.spectec.net

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CHAPTER 1

Getting Started with AMOS

AMOS Business Suite is an integrated framework of several leading AMOS applications. Each AMOS application is configured as a plug-in of the Business Suite and is individually enabled by license codes. No matter which combination you create there are common functions that always apply, to maximise the potential of your system. See the topics listed here for information on common features and concepts that are automatically included with every installation.

This chapter includes the following topics:

How to Start AMOS Business Suite 2
Updating Your System License 2

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How to Start AMOS Business Suite

There are two main methods to start the application:

- Select the application from the **Start > Programs > AMOS** menu.
- Double-click the shortcut icon on your windows desktop:



1. Double-click on the AMOS Business Suite icon on your desktop. Or, select the application from the **Start > Programs > AMOS** menu.
2. Type your user name and password into the login dialog.
3. Click **Login**.

If your login details are accepted, the AMOS Business Suite desktop will open.

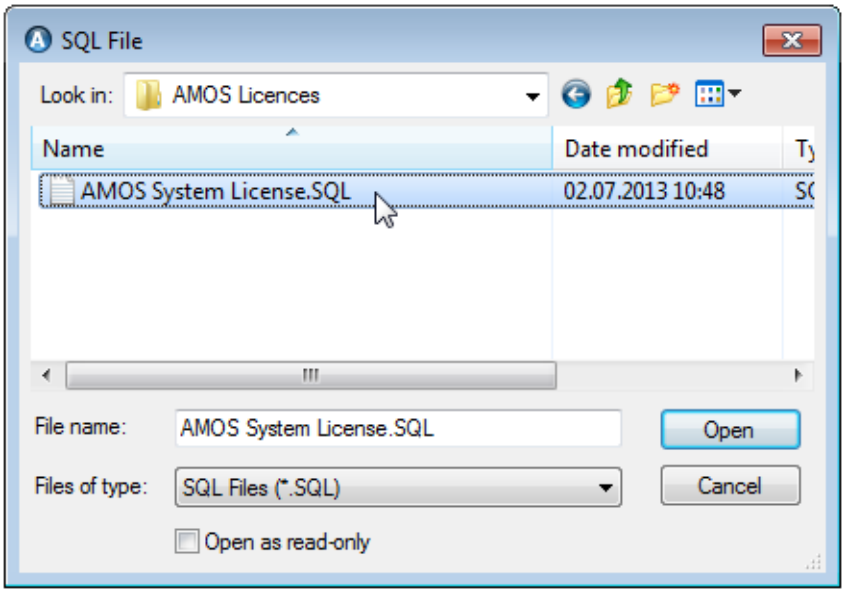
Note: If you don't have a login account or you have forgotten your password, contact your system administrator.

Updating Your System License

You require a valid system licence to use AMOS Business Suite. If you see a message that the system licence must be updated, obtain a new licence file from your AMOS distributor.

To update the license:

1. Go to **Tools > Configuration > Update System License**.
2. Locate the folder where your license it and double-click on the SQL file or select it and click **Open**:



3. If the licence is valid your system is updated and becomes accessible.

CHAPTER 2

The Dashboard

AMOS Business Suite opens to a customisable Home Page, or Dashboard. You can add convenient information to the dashboard like alerts and work flow notifications.

This chapter includes the following topics:

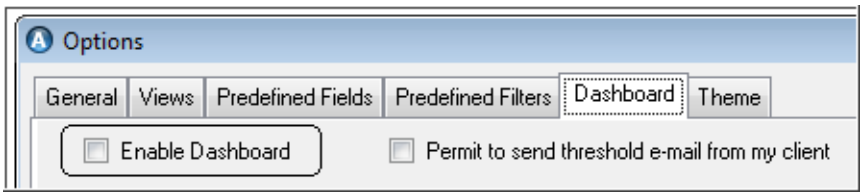
Switching the Dashboard On and Off 4
Alerts Overview 4
Notifications 6
Task, List and Icon Bar 6
Webpages and Images on the Dashboard 8

SpecTec

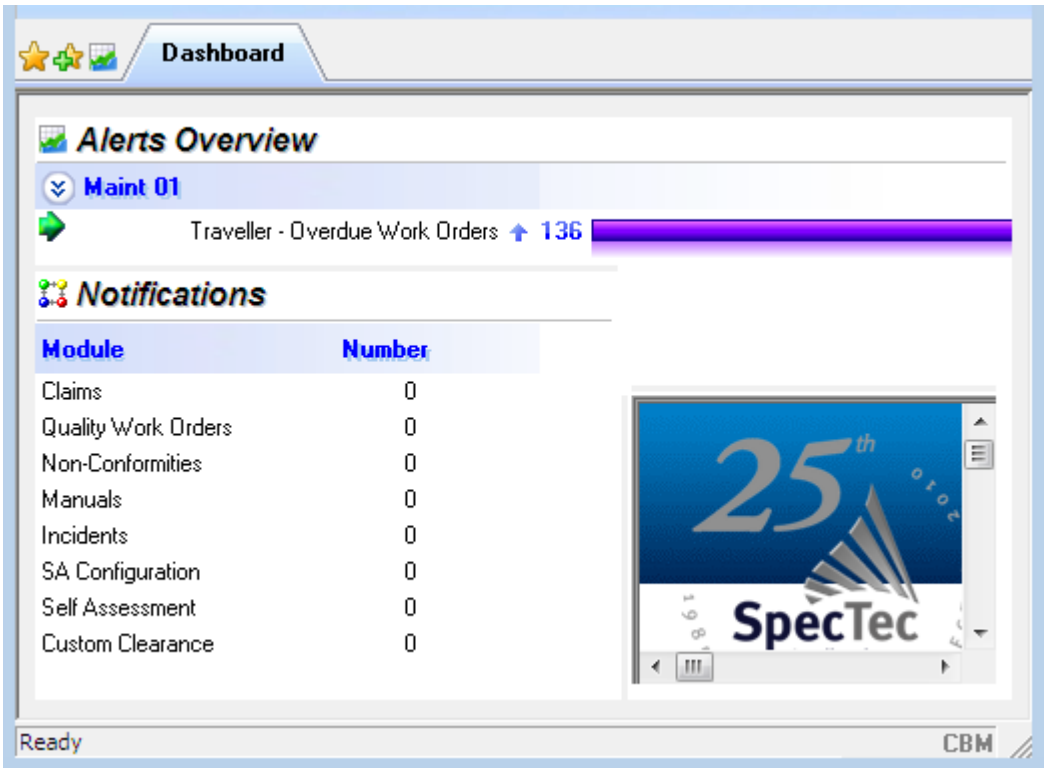
Switching the Dashboard On and Off

To switch the Dashboard on and off:

1. Go to **Tools > Options**. Open the Dashboard tab:

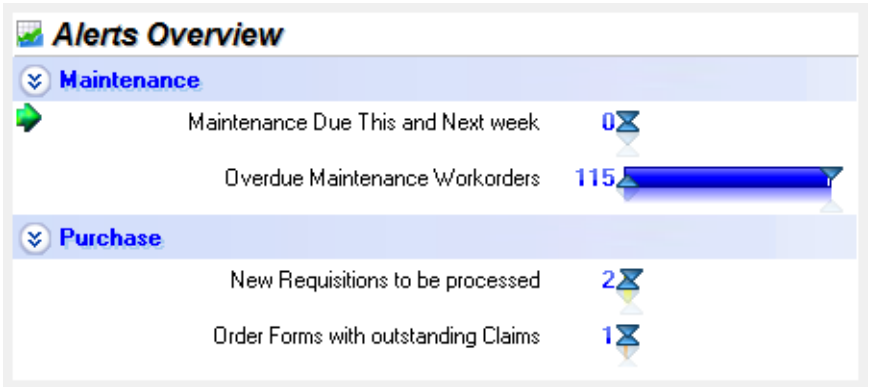


2. Check or clear the **Enable Dashboard** checkbox.
3. Click **OK** to close the window and apply your setting.



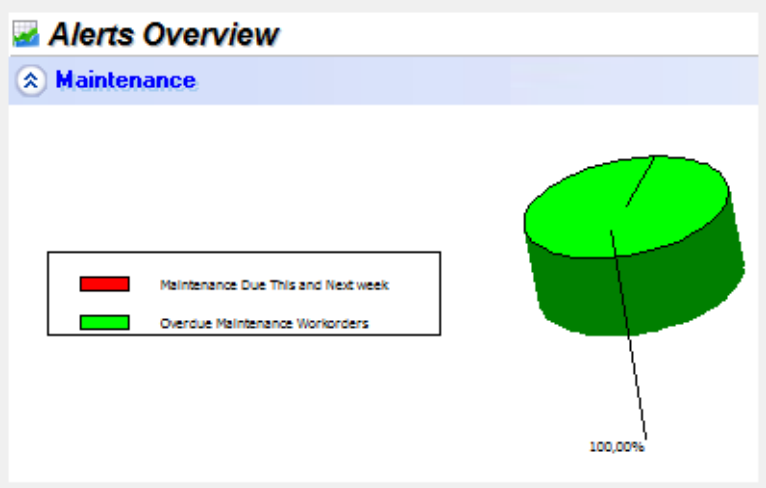
Alerts Overview

The Alerts Overview is a list of the current alerts present in the system. Which alerts appear on the dashboard is user-definable, in the **Tools > Options** window Dashboard tab.



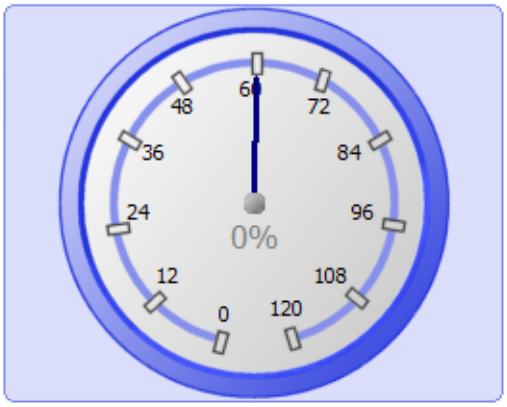
Double-clicking an alert opens the relevant window with the list of records. Right-clicking in the Alerts Overview opens a pop-up menu. You can choose to **Refresh** the Alerts, **Open** the selected one, or **Print** the contents of the Alerts Overview.

To change the Alerts display from a graph into a pie chart click the double arrow icon to the left side of the Alerts Group name:

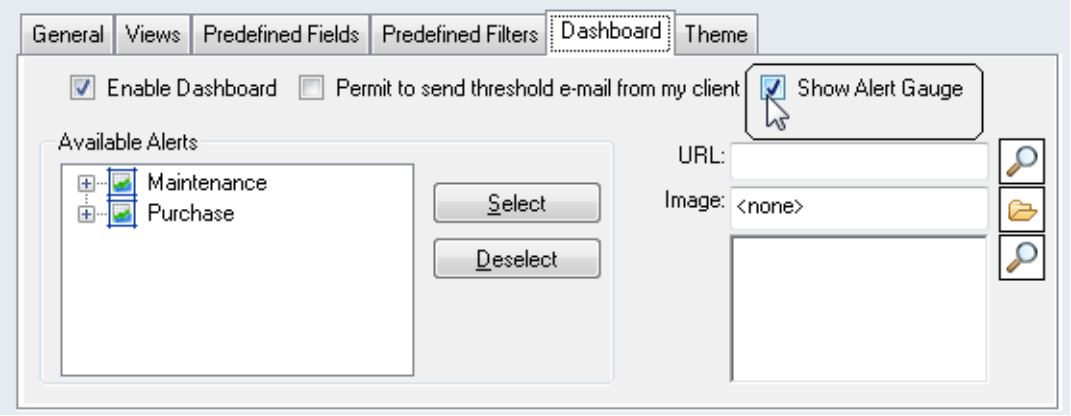


Alerts can also be configured with a set threshold indicating the maximum acceptable value on the given alert. If this threshold is crossed the alert bar and label will change colour and AMOS can send an email to the responsible users.

A gauge may be presented alongside the Alert bars with numbers on a dial visualising the alert values:



Switch the gauge on or off in the Tools > Options > Dashboard tab:



Notifications

The Notifications area of the Dashboard contains a list of modules where Work Flow is in use in your system. For each module you will see the number of Work Flow notifications presently awaiting your acknowledgement. Double-clicking on a module name will take you directly to the Work Flow Notifications window which contains the list of all notifications awaiting acknowledgement by the current user.

To set the number of seconds between checks for unacknowledged notifications:

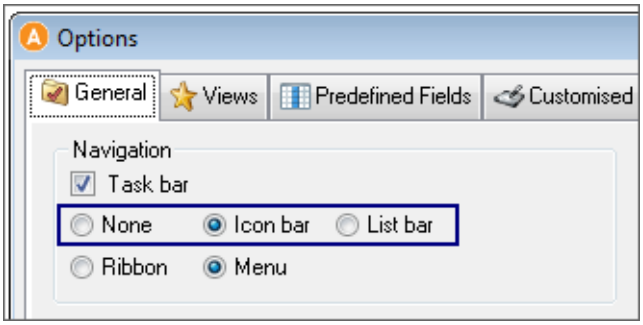
1. Go to **Tools > Options**.
2. Enter an interval in seconds, in the **Mailbox/Dashboard Check Interval (sec)** field.
3. AMOS will check at the set interval.

> **Tip**
>
> If you aren't using workflow notifications, you can hide the Notifications section on your Dashboard and use the extra space instead to expand the Alerts Overview. Switch the notifications section on and off by flagging/unflagging the 'Show Workflow Notification' checkbox on the Tools > Options window Dashboard tab.

Task, List and Icon Bar

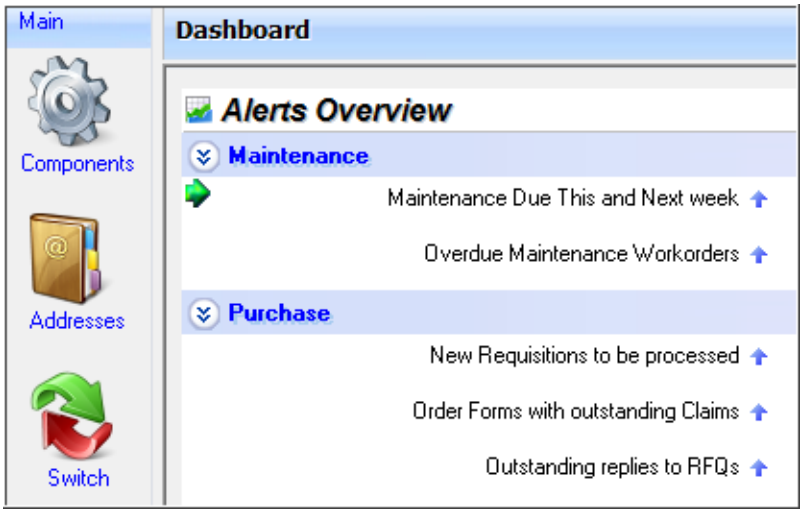
You can choose to have an Icon bar or a List bar present:

1. Go to **Tools > Options**.
2. Click **None**, **Icon bar** or **List bar** on the General tab:



3. Click **OK** to exit the dialog with your setting applied.

The List bar/Icon bar appears on the left hand side of the Dashboard and contains shortcuts to main areas of the application:

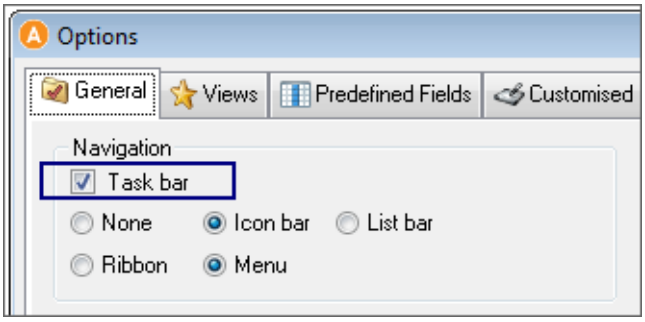


Once enabled, it is visible from any window.

Showing/Hiding the Bar

You can also show or hide the task bar:

1. Go to **Tools >Options** and check or clear the **Task Bar** checkbox in the General tab:



2. Click **OK** to exit the dialog with your setting applied.

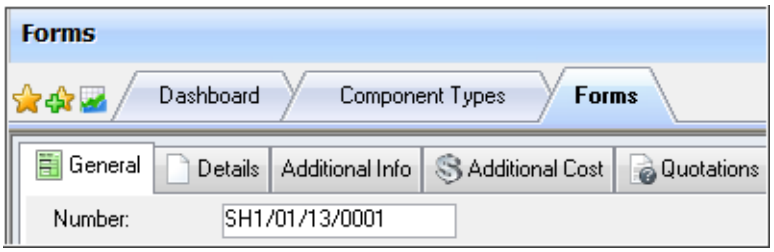
Task Bar Appearance

The task bar shows you which windows are currently open. To configure its appearance and position:

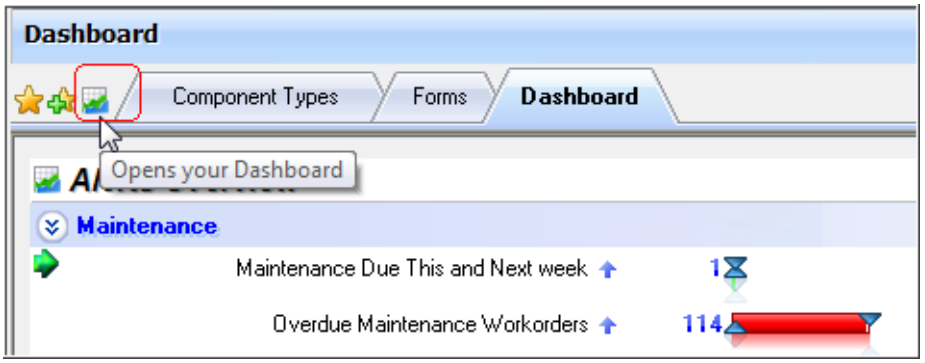
1. Go to **Tools > Options** and switch it on in the General tab.
2. Open the Theme tab and select a **Position** and **Style** for the task bar:



3. Click **OK** to leave the dialog and you will see the task bar appear as defined:



When other windows are open, clicking the dashboard icon/tab on the task bar returns the dashboard to the front of your screen, leaving the other windows open underneath:



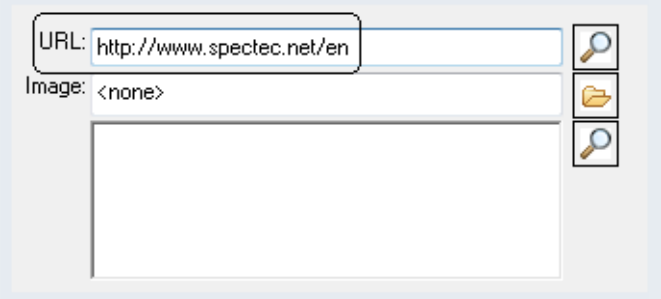
To read about all user interface options available in the Options window, see the *AMOS Business Suite Reference Manual*.

Webpages and Images on the Dashboard

You can display a webpage or an image like your logo, on your dashboard.

Showing a Webpage

1. Go to **Tools > Options...**. Open the Dashboard tab.
2. Copy and paste the link to your website in the **URL** field:



3. Click **OK** to exit the dialog. The page will appear in the bottom right corner of the dashboard when you are the logged in user. Remove the webpage at any time by clearing the **URL** field.
4. Using these two buttons on the toolbar:

   move the webpage to the right side lengthwise, or

   back to the bottom.

5. You can also expand or shrink the space the webpage takes by clicking on the side or top and dragging it.

Adding an Image

1. Go to **Tools > Options...**. Open the Dashboard tab.
2. Browse to and select an **Image** file in your system:



3. Click **OK** to exit the dialog. The image will appear in the top left corner of the dashboard when you are the logged in user. Remove the image at any time by clearing the **Image** field.

CHAPTER 3

The Windows in AMOS

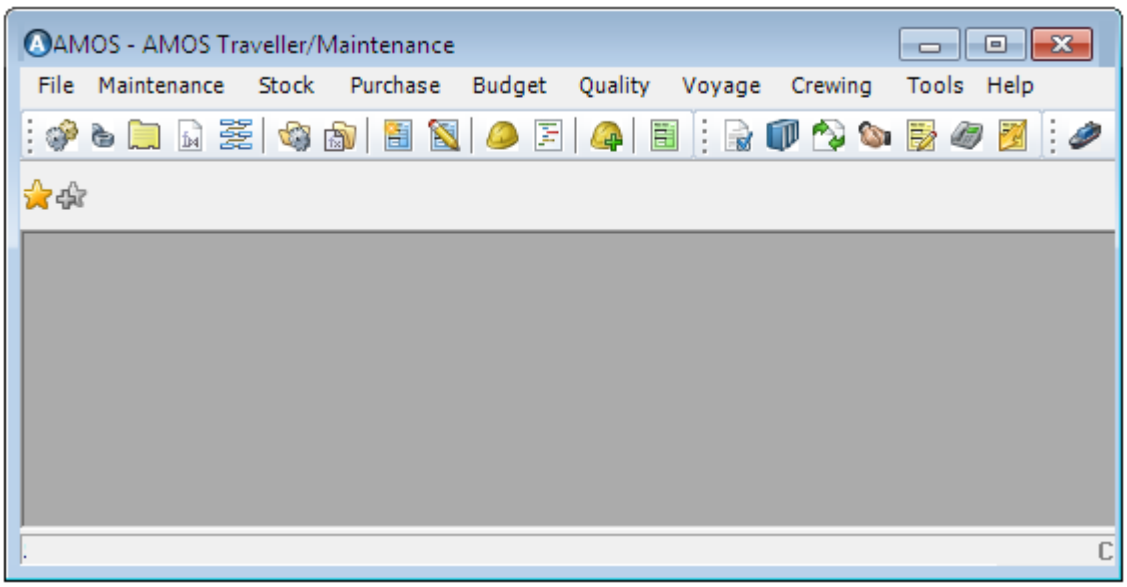
This chapter includes the following topics:

The Main Window 10
Setting the Default Window Opening Mode 10
Setting Tab Behaviour 10
Splitting Scrollbars 11
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Toolbars 13
Active Window Refresh 14
Searching in a Window 14
Quick Launcher 18
Multi-Selecting 21
Setting Dates with the Calendar 22
Audit Trails and Change Reasons 23
Selecting or Changing the View 24
Printing from AMOS 25
Locking the Application 26
Saving, Closing and Exiting 26

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The Main Window

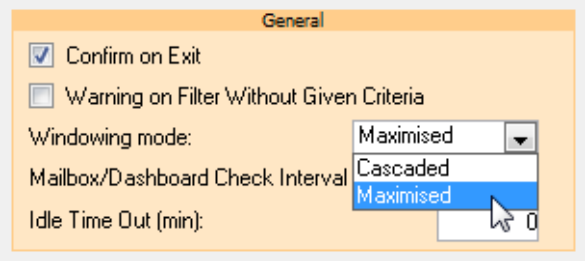
The illustration below shows the AMOS main window when the dashboard is switched off. It controls any other windows that you open with AMOS, and it contains the menu or ribbon bar and the main toolbar with buttons to quickly access frequently used parts of AMOS:



Once you open a window, the menu bar changes to include the **Edit** and sometimes the **Options** menu items. If any menus are 'greyed out', it means that your license does not include those integrated applications. To hide greyed out menus set the system parameter 'Hide Inaccessible Menu Entries' to TRUE.

Setting the Default Window Opening Mode

1. Go to **Tools > Options**.
2. Select 'Maximised' or 'Cascaded' from the **Windowing mode** drop-down on the General tab:

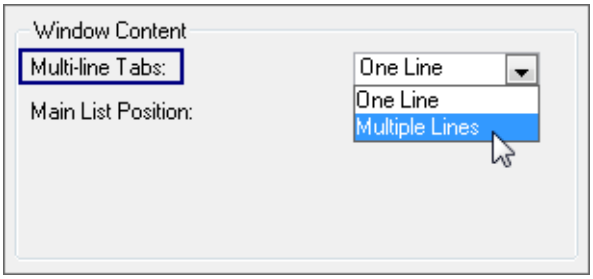


3. Click **OK**.

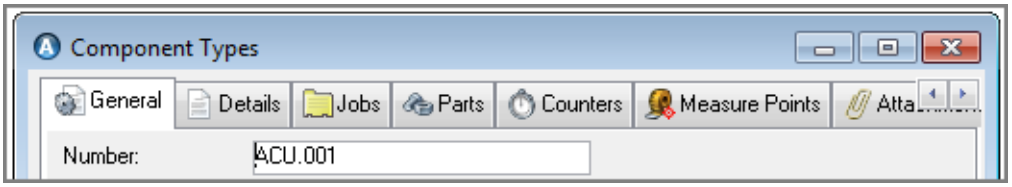
Setting Tab Behaviour

To set the behaviour of tabs when a window is not big enough to display them all:

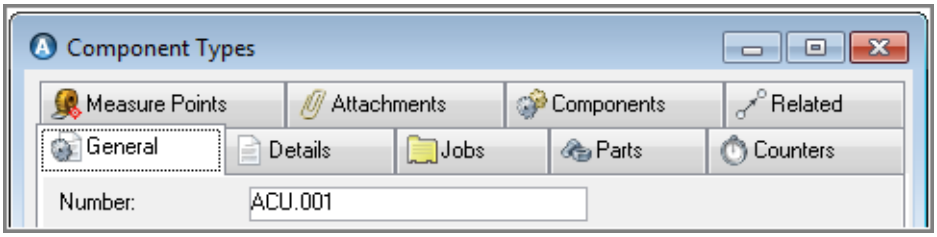
1. Go to **Tools > Options**.
2. Select a tab behaviour from the **Multi-line Tabs** field on the General tab:



'One Line' causes all the tabs to appear in one row with arrows to scroll through:



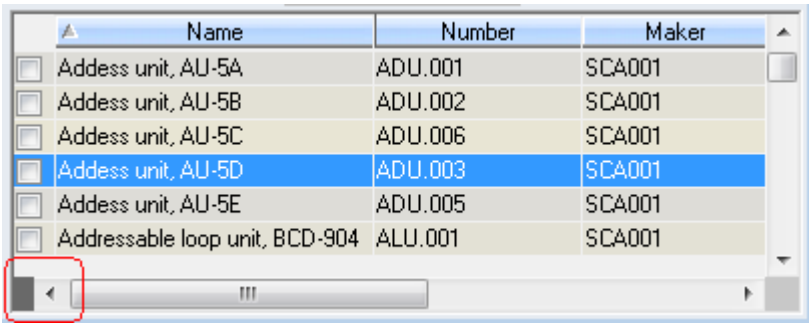
'Multiple Lines' causes tabs to be stacked in multiple rows and all visible at once:



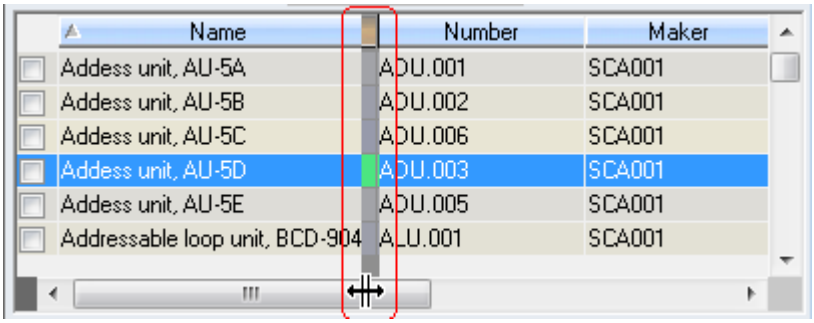
3. Click **OK** to leave the dialog.

Splitting Scrollbars

Depending on window size, the horizontal scrollbar at the window bottom has a vertical split line at the left side:



This lets you divide the list area into two sections to scroll separately. Click on the split line and drag it to where you want to divide the list. Each pane will have its own scrollbar:

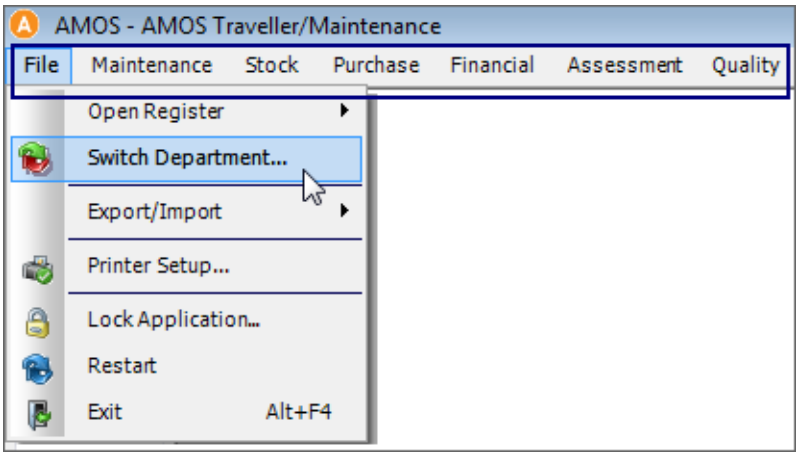


Note that you can also choose to position the list part of any window. From the Edit menu, select **Main List Position > Bottom/Left/Right**. You can choose different positions in various windows, and AMOS will remember your selection(s) the next time you log in.

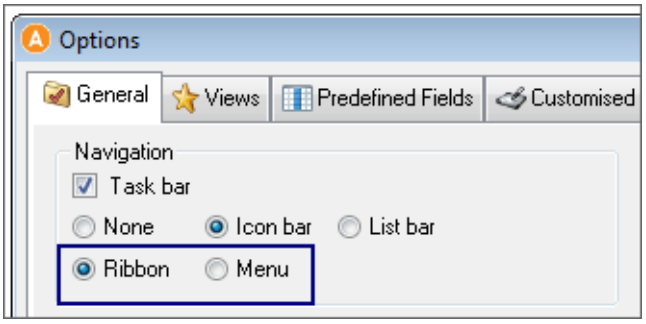
See the *AMOS Business Suite Framework Reference Manual* > User Options for more about defining list position.

Ribbon Bar and Menus

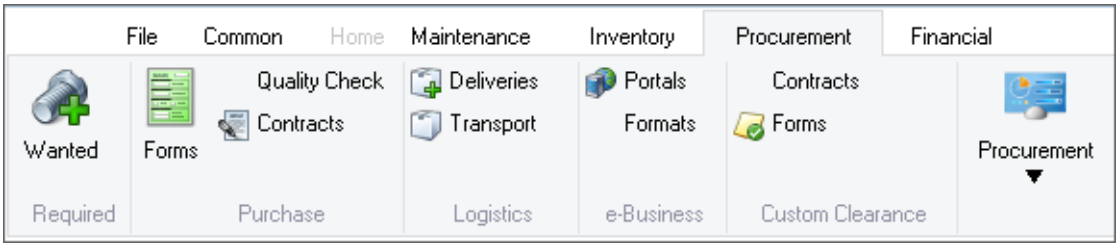
By default, navigation in AMOS is set to use the standard menu bar:



You can choose to display a ribbon bar instead, in the **Tools > Options** window:



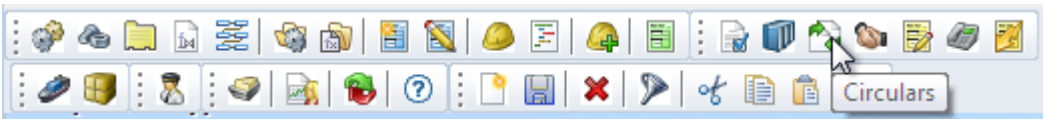
Once you've activated the ribbon bar, you'll see familiar menu labels like 'Maintenance', 'Quality' and so on, ranged across the top of the ribbon. On the ribbon, each one of these labels is a tab collecting groups of the traditional menu items inside:



Items on the ribbon are also regrouped in a more efficient way: registers are now placed with the module they belong to. For example, all the maintenance-related registers are grouped together with the maintenance windows. Windows used in more than one module are accessible from the tabs for both modules, and work flow actions are available from the ribbon tabs as well.

Toolbars

The toolbar shown below is a combination of the all module toolbars:



Setting the Toolbar Position

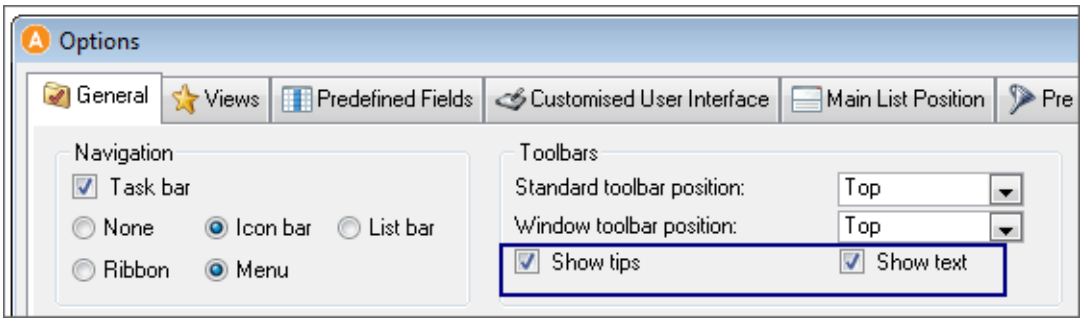
To set the toolbar's position system-wide:

1. Go to **Tools > Options**.
2. Select an option - top, bottom, left, right or hidden - in the **Standard toolbar position** field on the General tab.
3. Click **OK**.

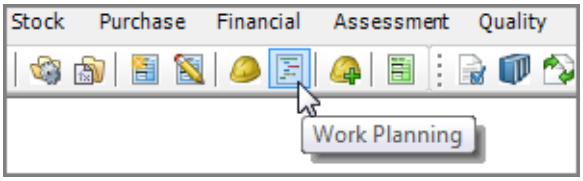
Activating Tips and Text

To activate toolbar tips and/or toolbar text system-wide:

1. Go to **Tools > Options**:



2. Flag **Toolbar tips**to turn on tooltips in the standard and window toolbars:



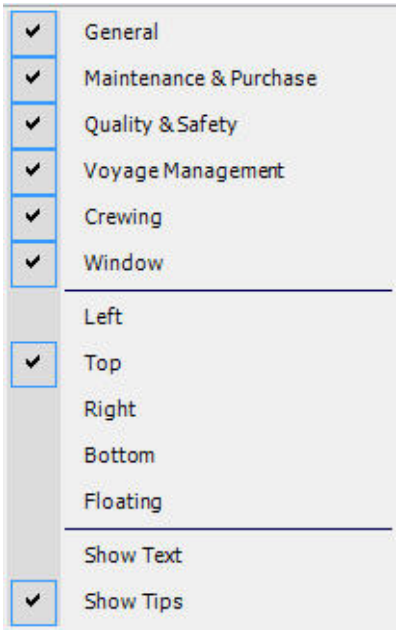
3. Flag **Toolbar text** to turn on text underneath the toolbar icons:



4. Click **OK**.

Customising Toolbar Position

To change a toolbar's position in any single window, right-click in the toolbar area to open the menu shown here:



Select along which edge of the screen to position the toolbars, or select **Floating** to have the toolbars as floating palettes.

If you select **Show Text**, the buttons become bigger and display the names of the buttons. Select **Show Tips** to see tool tips below a button when you put the cursor on it.

Active Window Refresh

After you have changed the content displayed in a window, you might need to refresh the window so that the changes will take effect. There are three ways to refresh the contents of the active window without re-opening or re-filtering the window:

- go to **Edit > Refresh**, or
- right-click and choose **Refresh** from the pop-up menu, or
- press the **F5** key.

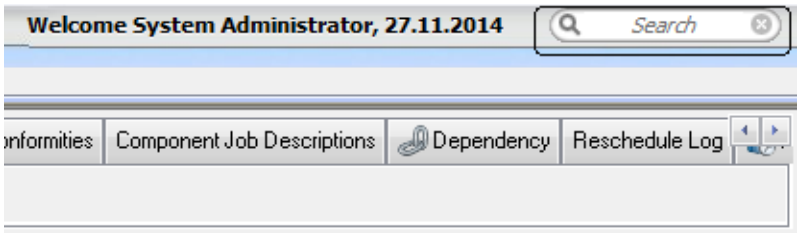
Searching in a Window

Using filters you can define criteria for the data you want to retrieve, and narrow the resulting lists you need to search through to an extremely exact specification. At any time you can re-filter within a window by clicking the **Filter** button in the toolbar.

Whether you have already filtered a window or not, you can search the records in the list in a few different ways.

Quick Search

There is a **Search** field at the top right of the window title bar:

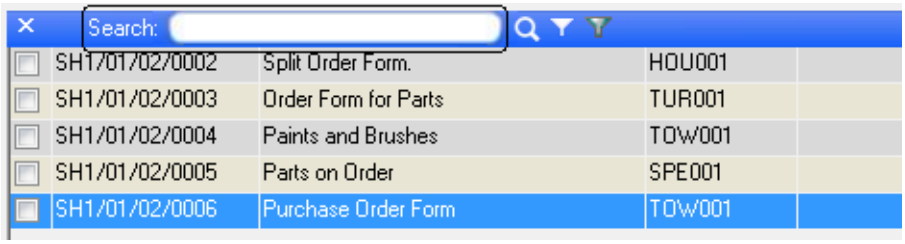


Type text into it and press **Enter** or click the magnifying glass icon. To clear it, click the **x** button. When the field is empty, pressing **Enter** again will return the full list of records in the window.

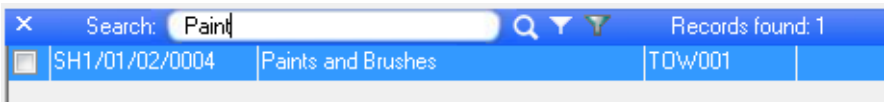
Press the **Shift** key and click in the **Search** field to open the extended search filter.

Search from the Edit Menu

1. Go to **Edit > Search**.
2. This adds a **Search** field to the top left side of the list view:



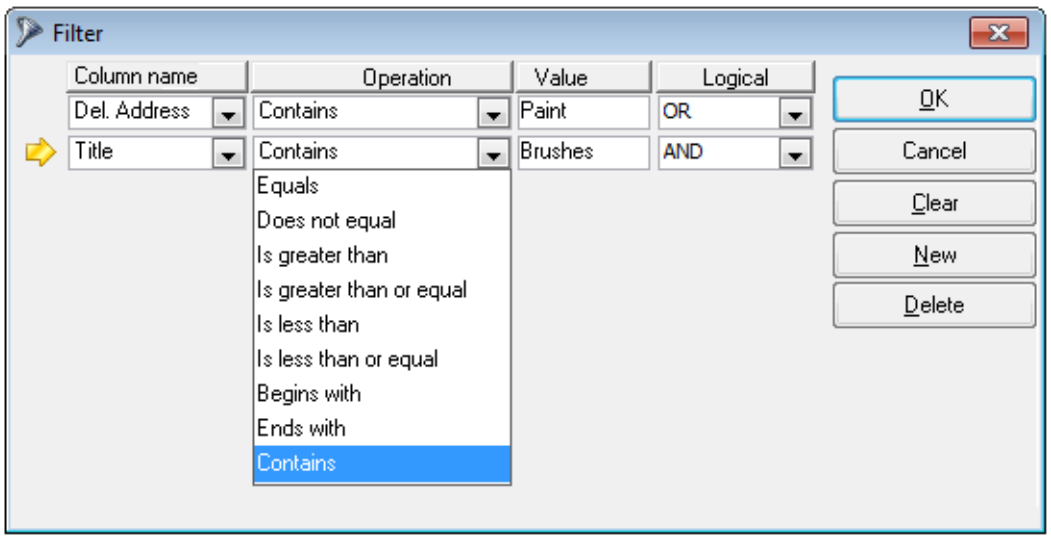
3. Type some text into the **Search** field and press **Enter** or click the magnifying glass icon to return results:



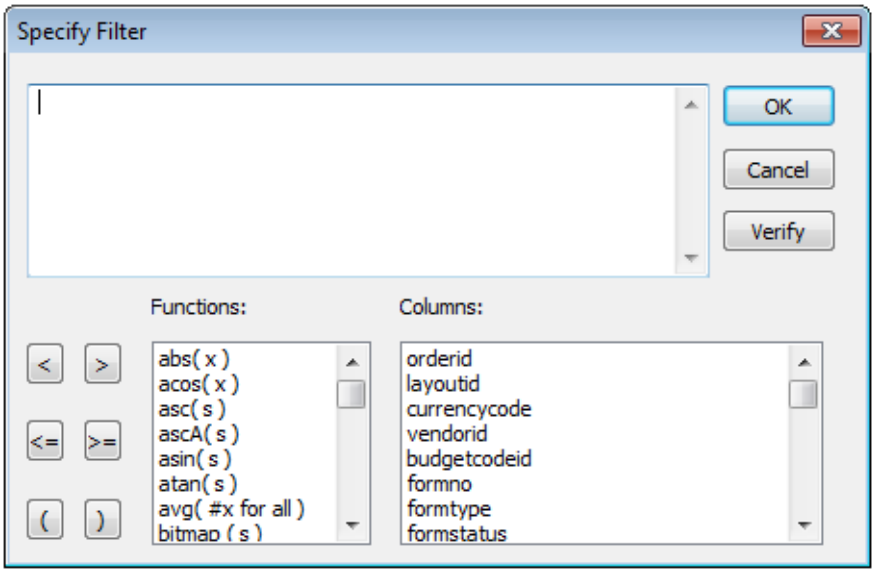
4. Clear the **Search** field and hit **Enter** again to go back to the previous full list.

Extended Search Dialog

From the list view **Search** field, click the white filter button to open an extended search dialog. From the quick **Search** field on the title bar, press the **Shift** key and click in the field to open the same dialog:



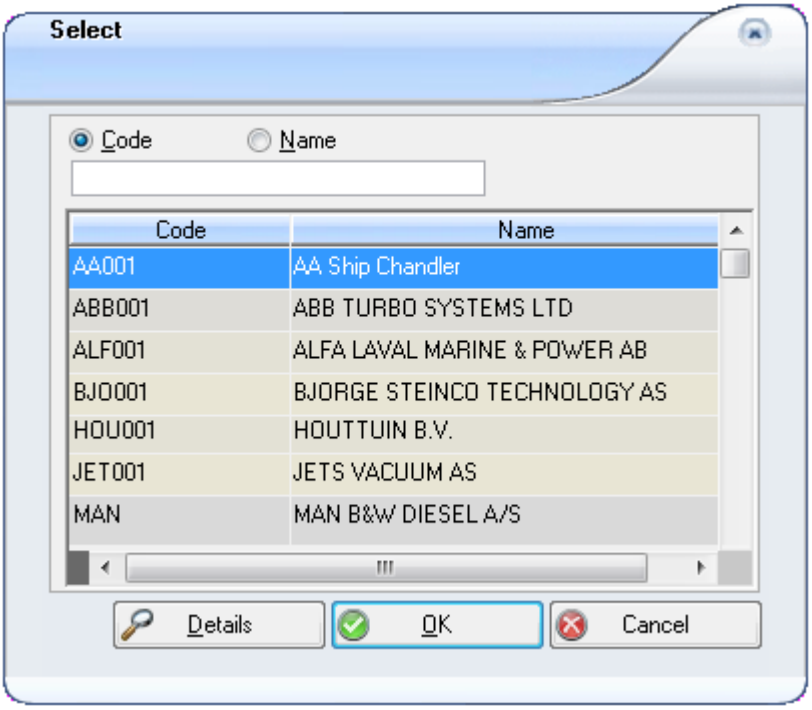
Or, click the shaded filter button on the list view to open an advanced search window:



Lookup Buttons

Lookup buttons appear next to fields throughout AMOS in windows and filters. Clicking the lookup opens a list of possible values: sometimes the lookup list has its own filter which opens first.

1. Search by either **Code** or **Name**:



2. As you type the selection moves automatically to the first matching record. Click **Filter** to select a record.

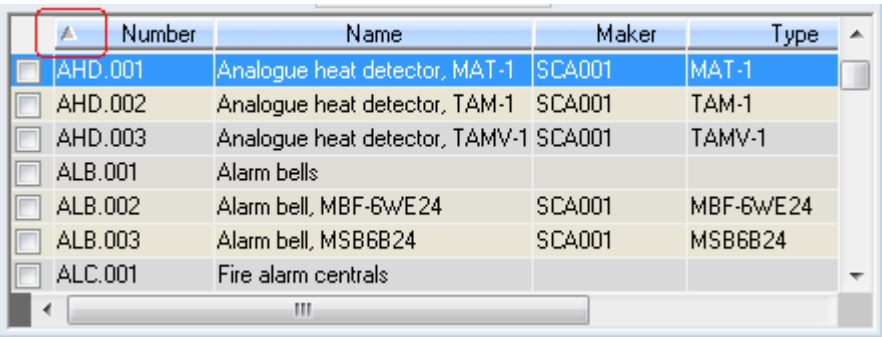
Some lookup filters also have a **Details** button which opens more information about the highlighted selection.

Tip

If you know the starting letter or number of the record you are searching for you can enter it into the field before clicking the lookup button. This restricts the look-up list to records beginning with the letter/number you entered.

Sorting Columns

You can sort the records in the current window by clicking on the column headers. Once sorted, the column sort order is indicated by an arrow icon in the column header:



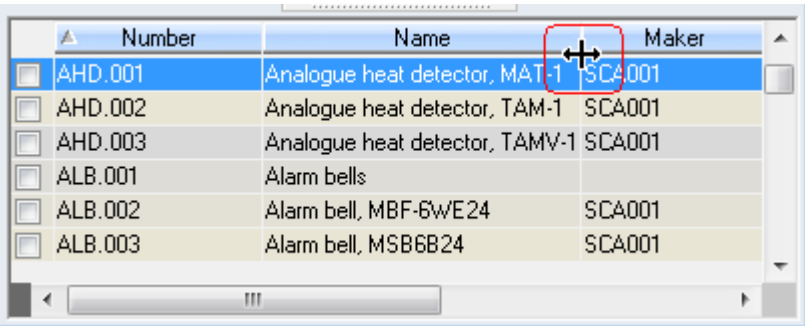
Number	Name	Maker	Type
AHD.001	Analogue heat detector, MAT-1	SCA001	MAT-1
AHD.002	Analogue heat detector, TAM-1	SCA001	TAM-1
AHD.003	Analogue heat detector, TAMV-1	SCA001	TAMV-1
ALB.001	Alarm bells		
ALB.002	Alarm bell, MBF-6WE24	SCA001	MBF-6WE24
ALB.003	Alarm bell, MSB6B24	SCA001	MSB6B24
ALC.001	Fire alarm centrals		

In most cases all the columns in a table are sortable. If an arrow is not present at the top of the column, then the column is unsorted.

Ordering Columns

Sometimes window columns may not all be visible at the same time and the information in the columns may be cropped, even when the window has been maximised. To see the information you really want in a window, you can change column widths, and reorder columns by drag and drop.

To change the width of a column move the cursor to the side of the column header until the cursor changes to a bold vertical line with arrows on either side:

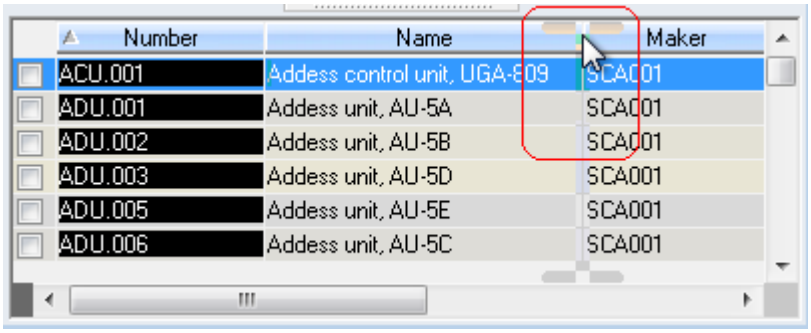


Number	Name	Maker
AHD.001	Analogue heat detector, MAT-1	SCA001
AHD.002	Analogue heat detector, TAM-1	SCA001
AHD.003	Analogue heat detector, TAMV-1	SCA001
ALB.001	Alarm bells	
ALB.002	Alarm bell, MBF-6WE24	SCA001
ALB.003	Alarm bell, MSB6B24	SCA001

Modifying Column Widths

Click and drag the cursor until you reach the desired column width.

To move a column to a different position place the cursor in the column header. When you click and hold, the column will become black. Drag and drop the column to a new position:



Moving a Column

Note: This does not permanently change the column order: after closing and re-opening the window the column order reverts to default. If you filter without closing the window, the reordered columns will remain in place.

To make a more permanent re-ordering of columns in a window you can save the window as a 'View' which you can select again and again through the 'Select View' function. See "Selecting or Changing the View" on page 24.

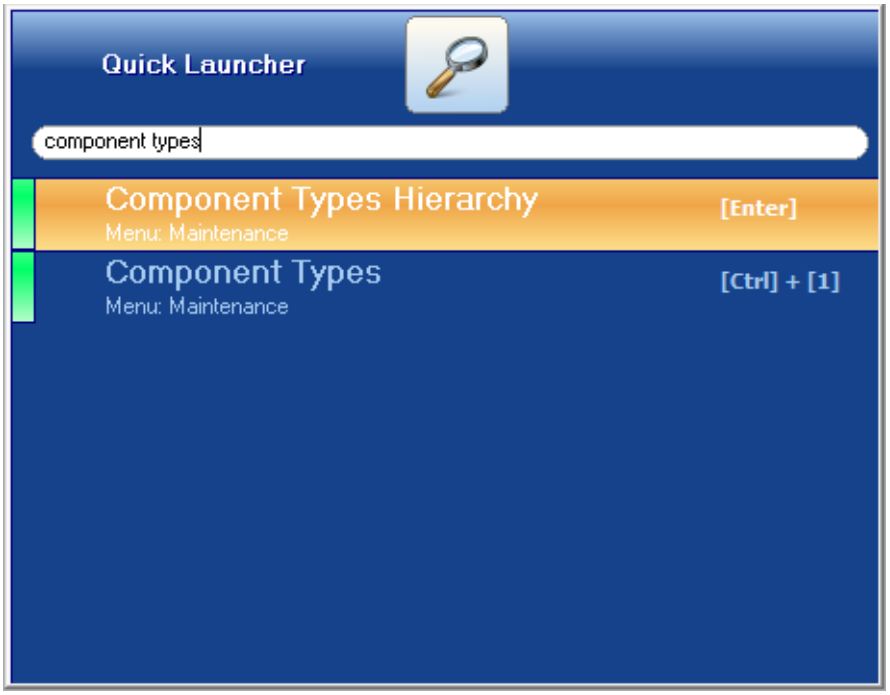
Quick Launcher

The Quick Launcher provides fast access to most areas in AMOS, including your own predefined views.

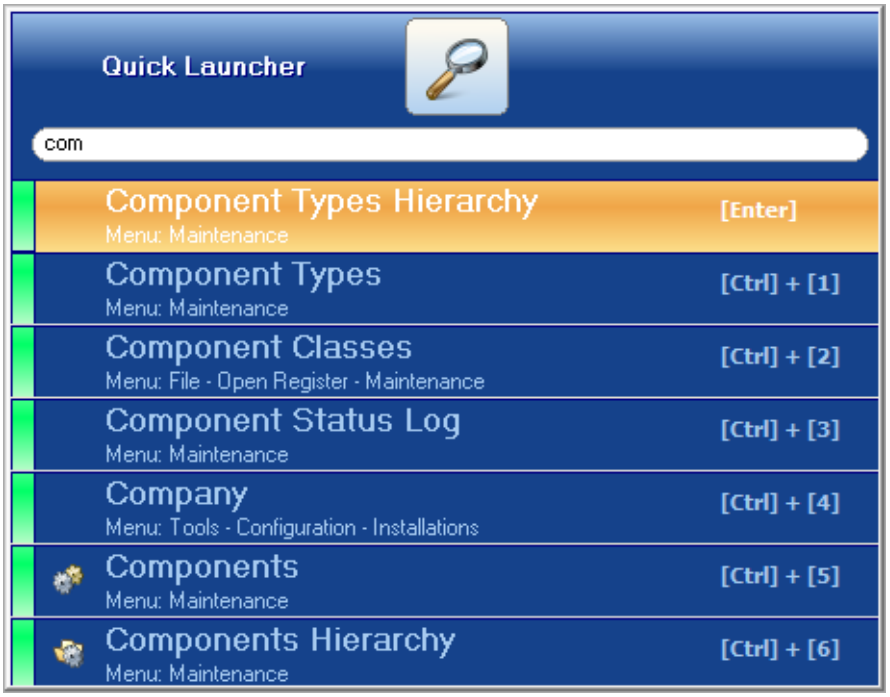
Starting the Quick Launcher

To run the Quick Launcher:

1. Open AMOS.
2. Open the Quick Launcher by:
   - pressing the shortcut keys **Alt+I**, or
   - clicking the toolbar button , or
   - selecting **Quick Launcher** from the **Tools** menu.
3. Type in the name of the window you are looking for:

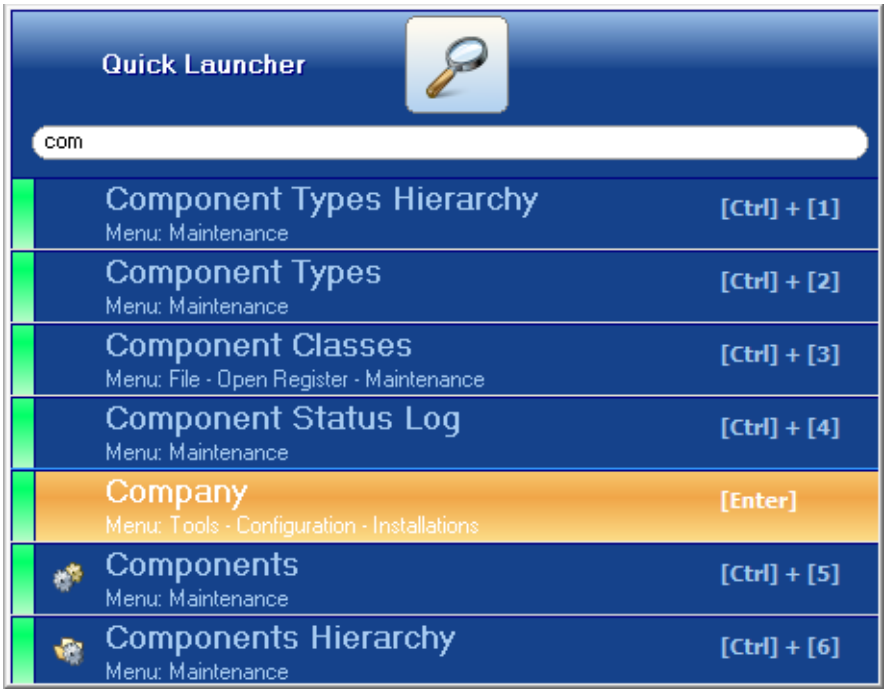


Or just start typing and AMOS will suggest matches as you go:



Use the up and down keyboard arrows to move through the list. When you reach the window you want, press **Enter**.

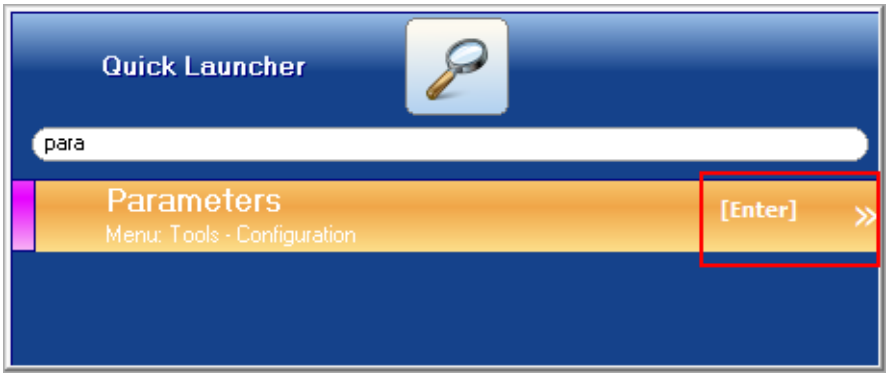
4. Or, without selecting an entry first press the listed shortcut keys. As shown below pressing **Ctrl+2** will open the Component Types window, even though it is not currently selected:



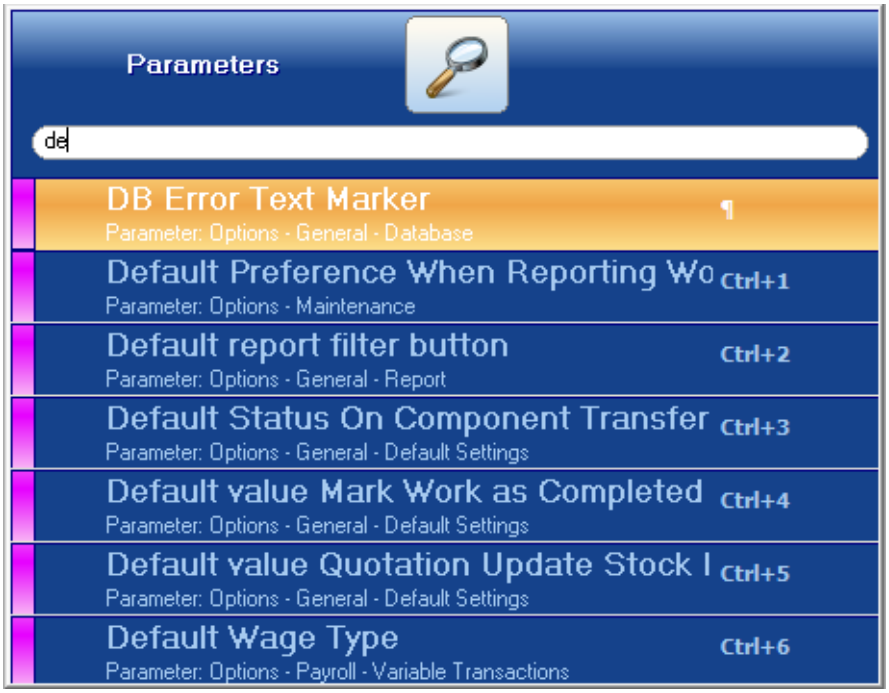
5. To close the Quick Launcher at any time just press the **Esc** key.

Sub-Menus in the Quick Launcher

Some windows in the Quick Launcher list have a sub-menu indicated by a double arrow **>>**:



To open a sub-menu, select that line and press the right arrow on your keyboard. Scroll, select and press **Enter** to open sub-menu entries. You can also enter text to filter the sub-menu:

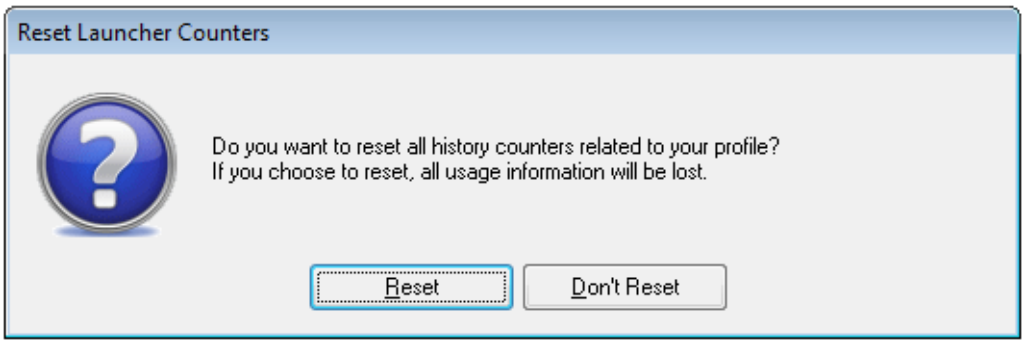


Once you are in the sub-menu, to go back to the main menu press the left arrow on the keyboard.

Quick Launcher Settings and Reset

The Quick Launcher remembers frequently used windows. If you use a certain window a lot, that one will show at the top of the list of suggestions when you start typing. AMOS stores all your selections during the current session, and after you log off when you log back on, AMOS remembers your top seven selections.

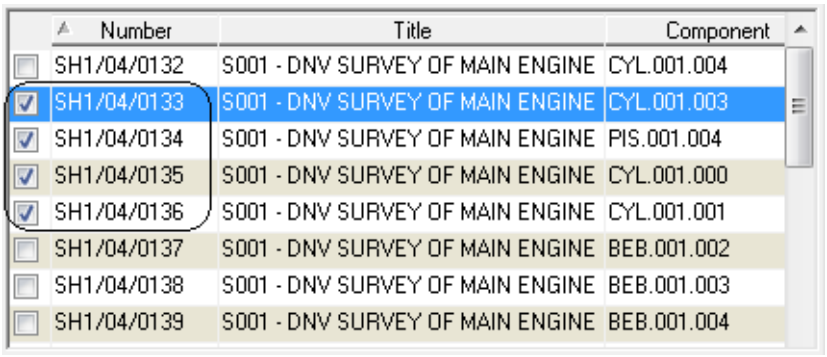
To clear your latest selections press **Ctrl+r** while the Quick Launcher is open, and confirm the reset:



When you next open the Quick Launcher, It will revert to listing windows in the default order.

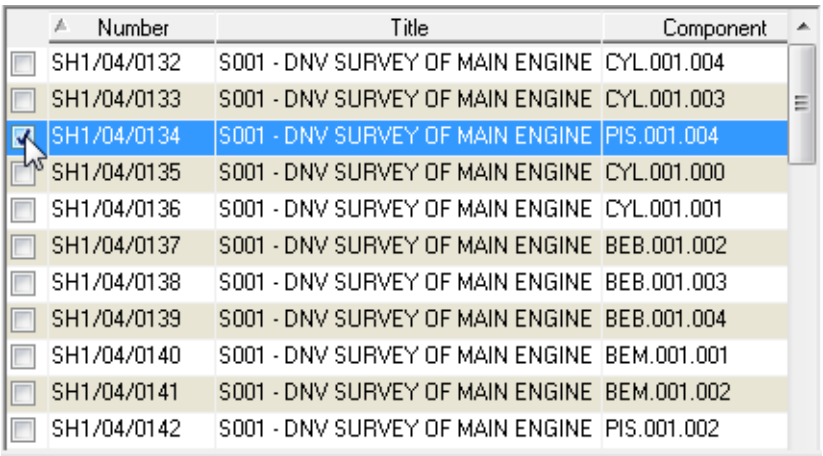
Multi-Selecting

To perform certain operations on multiple records at one time, tag the rows you want to work with:



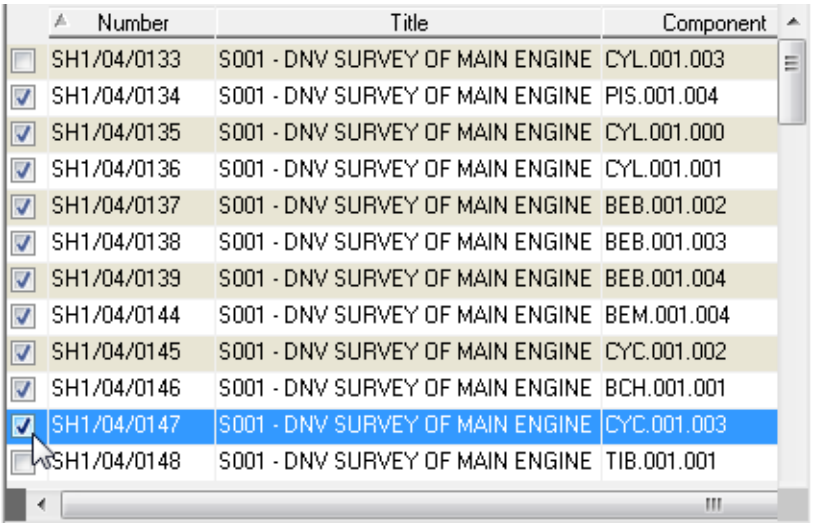
Number	Title	Component
SH1/04/0132	S001 - DNV SURVEY OF MAIN ENGINE	CYL.001.004
SH1/04/0133	S001 - DNV SURVEY OF MAIN ENGINE	CYL.001.003
SH1/04/0134	S001 - DNV SURVEY OF MAIN ENGINE	PIS.001.004
SH1/04/0135	S001 - DNV SURVEY OF MAIN ENGINE	CYL.001.000
SH1/04/0136	S001 - DNV SURVEY OF MAIN ENGINE	CYL.001.001
SH1/04/0137	S001 - DNV SURVEY OF MAIN ENGINE	BEB.001.002
SH1/04/0138	S001 - DNV SURVEY OF MAIN ENGINE	BEB.001.003
SH1/04/0139	S001 - DNV SURVEY OF MAIN ENGINE	BEB.001.004

To tag a large number of consecutive rows, tag the first row to select it:



Number	Title	Component
SH1/04/0132	S001 - DNV SURVEY OF MAIN ENGINE	CYL.001.004
SH1/04/0133	S001 - DNV SURVEY OF MAIN ENGINE	CYL.001.003
SH1/04/0134	S001 - DNV SURVEY OF MAIN ENGINE	PIS.001.004
SH1/04/0135	S001 - DNV SURVEY OF MAIN ENGINE	CYL.001.000
SH1/04/0136	S001 - DNV SURVEY OF MAIN ENGINE	CYL.001.001
SH1/04/0137	S001 - DNV SURVEY OF MAIN ENGINE	BEB.001.002
SH1/04/0138	S001 - DNV SURVEY OF MAIN ENGINE	BEB.001.003
SH1/04/0139	S001 - DNV SURVEY OF MAIN ENGINE	BEB.001.004
SH1/04/0140	S001 - DNV SURVEY OF MAIN ENGINE	BEM.001.001
SH1/04/0141	S001 - DNV SURVEY OF MAIN ENGINE	BEM.001.002
SH1/04/0142	S001 - DNV SURVEY OF MAIN ENGINE	PIS.001.002

Then hold the **Shift** key and click the last row you want tagged. This automatically tags all the rows in between:



Number	Title	Component
SH1/04/0133	S001 - DNV SURVEY OF MAIN ENGINE	CYL.001.003
SH1/04/0134	S001 - DNV SURVEY OF MAIN ENGINE	PIS.001.004
SH1/04/0135	S001 - DNV SURVEY OF MAIN ENGINE	CYL.001.000
SH1/04/0136	S001 - DNV SURVEY OF MAIN ENGINE	CYL.001.001
SH1/04/0137	S001 - DNV SURVEY OF MAIN ENGINE	BEB.001.002
SH1/04/0138	S001 - DNV SURVEY OF MAIN ENGINE	BEB.001.003
SH1/04/0139	S001 - DNV SURVEY OF MAIN ENGINE	BEB.001.004
SH1/04/0144	S001 - DNV SURVEY OF MAIN ENGINE	BEM.001.004
SH1/04/0145	S001 - DNV SURVEY OF MAIN ENGINE	CYC.001.002
SH1/04/0146	S001 - DNV SURVEY OF MAIN ENGINE	BCH.001.001
SH1/04/0147	S001 - DNV SURVEY OF MAIN ENGINE	CYC.001.003
SH1/04/0148	S001 - DNV SURVEY OF MAIN ENGINE	TIB.001.001

Remember, you can also choose **Select All/Deselect All** from the Edit menu to tag or un-tag the check-boxes next to every record in the window.

Setting Dates with the Calendar

Double-click in any date field or press the **F2** key to open a calendar and select a date:



You can also type dates in manually: two digits each for the day, month and year separated with a space.

Note: The date format in AMOS is controlled by the default settings in your operating system. On a Windows based machine, open the Regional Settings function in the Control Panel.

Audit Trails and Change Reasons

When an Audit Trail has been placed on one or more columns in a table in AMOS, every change made in the selected window/field(s) can be tracked: the original value, the new value, the date of the change made, the operation performed on that record (i.e. insertion, deletion or update), and the user ID of the person who made the modifications. The results of an audit trail can be viewed in the Audit Trail Log window. Read about configuring Audit Trails and viewing the results in the *AMOS Business Suite Reference Manual*.

When an audit trail is configured to prompt for a reason when a user changes certain fields, you cannot save the window in question until providing a reason for the change(s).

After changing/updating one or more fields requiring a reason, in an audited window:

1. Click **Save**. The Audit Trail Reason dialog opens.
2. The audited fields requiring a reason are listed in the bottom:

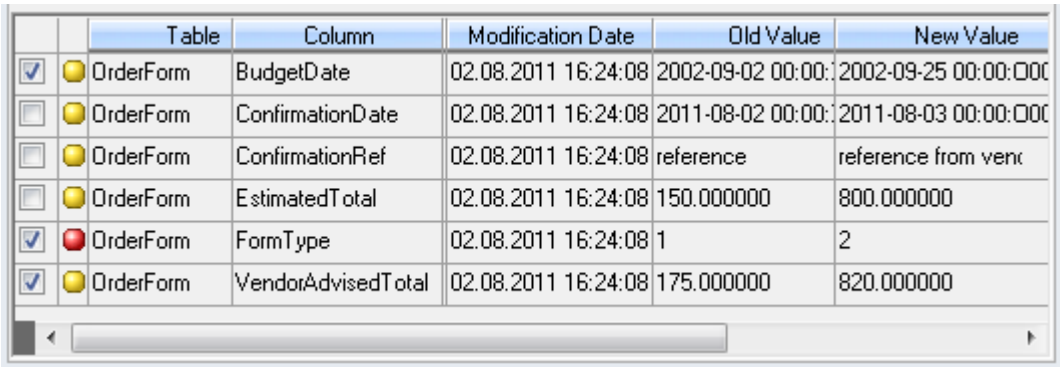
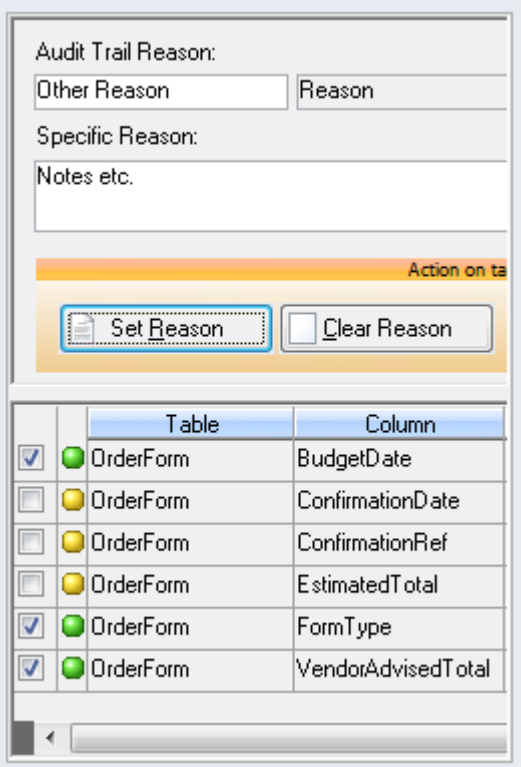


		Table	Column	Modification Date	Old Value	New Value
☑	●	OrderForm	BudgetDate	02.08.2011 16:24:08	2002-09-02 00:00:	2002-09-25 00:00:00
☐	●	OrderForm	ConfirmationDate	02.08.2011 16:24:08	2011-08-02 00:00:	2011-08-03 00:00:00
☐	●	OrderForm	ConfirmationRef	02.08.2011 16:24:08	reference	reference from ven
☐	●	OrderForm	EstimatedTotal	02.08.2011 16:24:08	150.000000	800.000000
☑	●	OrderForm	FormType	02.08.2011 16:24:08	1	2
☑	●	OrderForm	VendorAdvisedTotal	02.08.2011 16:24:08	175.000000	820.000000

   Fields where a reason is mandatory are marked with a red ball.
3. To apply the same reason to several fields at once, flag multiple fields.
4. Click the **Audit Trail Reason** lookup and select a reason code[1].

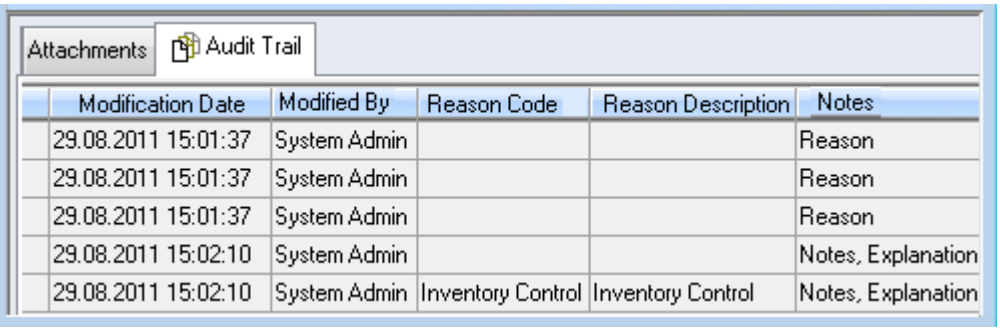
   If no reason codes are available/applicable, enter a free-text explanation.
5. Click **Set Reason**. The icon beside each checked field will turn green for a valid reason.

[1] The lookup is only active if reason codes are in use in the audit trail configuration.



If there are more fields to supply reasons for, flag them and repeat.

6. Click **OK** to return to the main window.
7. The reason and any notes will be saved in the Audit Trail Log and in the Audit Trail tab on the audited window if applicable:

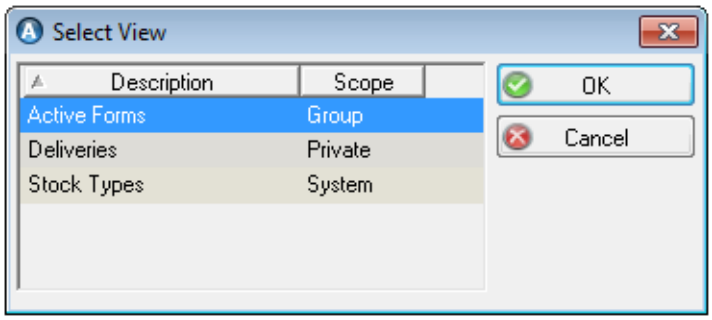


Selecting or Changing the View

Views are user-defined, frequently used screen configurations: a record of open screens, which screen is active, which filter criteria are defined and the sorting order applied in the window.

When you select a different view, it opens up in the place of the window you were in. There are several ways to select and change the view as required.

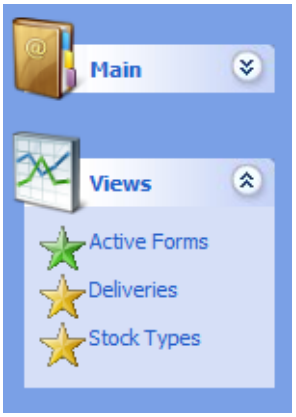
» Go to **Tools > Select View** or press the **F6** key. The Select View dialog opens:



Choose a view in the list and click **OK**.

Or,

» Select a view from the Views menu in the list bar/icon bar:[1]



Or,

» Click the shortcut button on the top left corner of the task bar to open the Select View dialog.

This shortcut button opens the Options window to the Views tab, where you can configure views to add to your list.

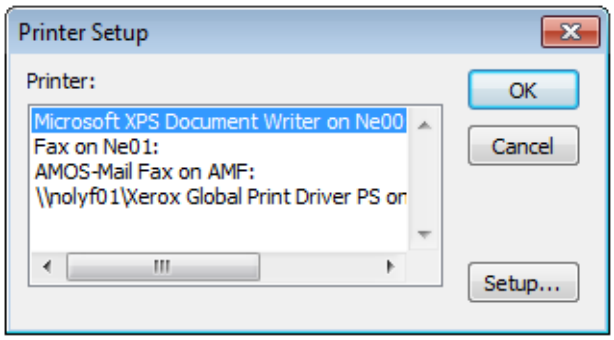
Printing from AMOS

To print the contents of the active window on the default Windows printer, go to **File > Print** or click the button on the toolbar.

To print on a different printer:

1. Go to **File > Printer Setup** or click the **Print** button on the toolbar and then click **Printer Setup** in the Print dialog.

[1] If the list/icon bar is not visible, enable it in the Tools > Options > General tab by clicking the radio button for 'Icon bar' or 'List bar'.



2. Select a printer in the dialog.
3. Click **OK** to print from this printer.

To change settings like paper size and so on select a printer in the Printer Setup dialog and click **Setup...**.

Locking the Application

Locking AMOS prevents access to any currently open and in-use windows without actually closing the system.

1. Go to **File > Lock Application**.
2. The Login dialog will appear, with your ID greyed out. AMOS is now locked from use.
3. To continue this session re-enter your password.

To lock AMOS automatically if left idle:

1. Go to **Tools > Options**.
2. Set the number of minutes for which AMOS can be idle before it locks, in the **Idle Time Out (min)**field.
3. Click **OK**.

Once the allotted time has passed, the windows will remain open but the logon dialog will appear and require you to enter your password.

Saving, Closing and Exiting

When you have finished with any changes, save your work:

- click the **Save** button in the toolbar, or
- right-click and select **Save Changes** from the pop-up menu, or
- press the **CTRL+S** keys.

To close the current window:

- click the red **X** button in the upper right corner of the window, or
- click the button in the toolbar, or
- go to **File > Close**, or
- press the **CTRL+F4** keys.

To exit AMOS Business Suite, remember to save any changes you have made. Then go to **File > Exit** to leave the application. You can set AMOS to require a confirmation prior to closing:

1. Go to **Tools > Options**.
2. Flag **Confirm on Exit**on the General tab.
3. Click **OK**.

CHAPTER 4

Installations and Departments

Most organisations are divided into installations - any office or site where AMOS is installed - and these installations are then divided into departments.

It is important that before you begin any work in AMOS you check that you are in the correct department: the top line of the AMOS window shows the current Installation/Department. If you are not in the correct department, switch departments before doing anything else.

For instructions on defining new installations and departments, see the *AMOS Business Suite Reference Manual*.

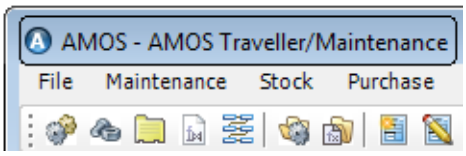
This chapter includes the following topics:

Switching Departments 28
Global Search 28

SpecTec

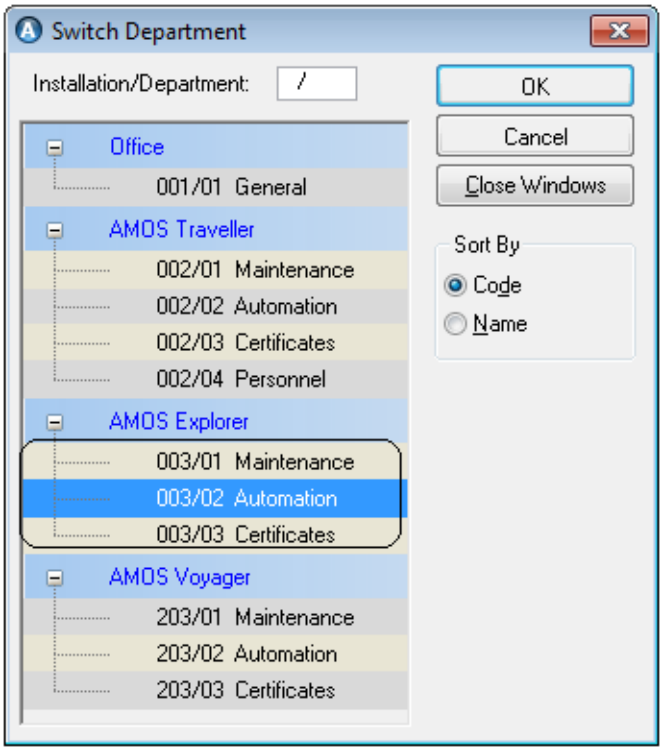
Switching Departments

The top line of the AMOS window shows your current installation/department:



If you are not in the correct one, switch departments before doing anything else:

1. Close any open windows.
2. Go to **File > Switch Department** or click the button. The Switch Department window only presents the departments you (the logged in user) have access to.
3. Select an installation/department:



4. Click **OK**. If any windows are open, click the **Close Windows** button first.
5. After a moment the new Installation/Department appears in the top line of the window.

Global Search

Many AMOS users are responsible for maintaining the same set of information and records across multiple installations - on all vessels or on a subset of vessels.

Working in 'Global' mode lets you filter for and view records at every flagged location [1] without having to switch installations first. Records matching the filter criteria from all the filtered installations/departments will be displayed in one window and can be processed there.

[1] When the system parameter 'Limit Global Search to Departmental Access' is set to TRUE, only the results belonging to departments to which you have access will be displayed.

EXAMPLE

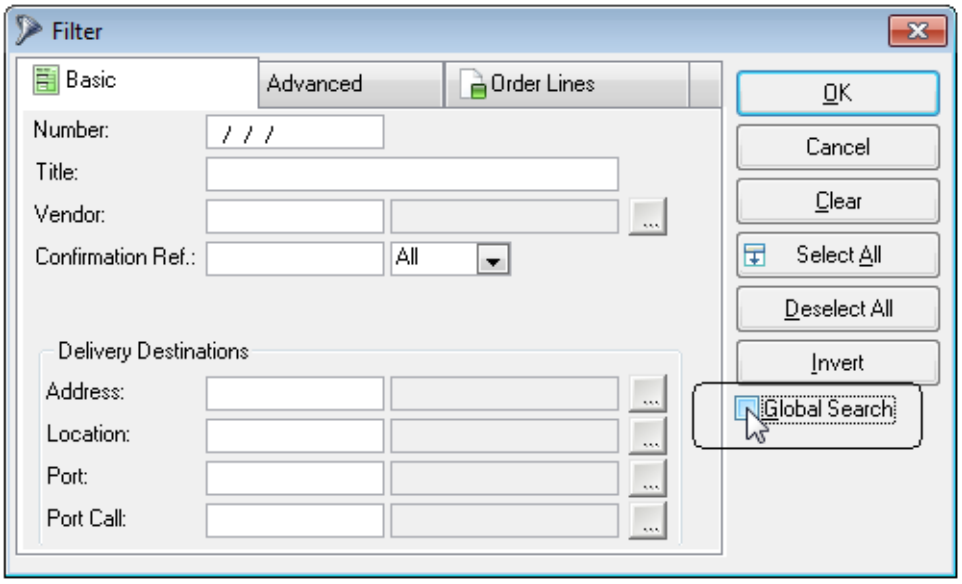
One Technical Superintendent is responsible for vessels A and B while another Technical Superintendent is responsible for vessels C and D;

One Buyer is responsible for purchasing consumables on all vessels;

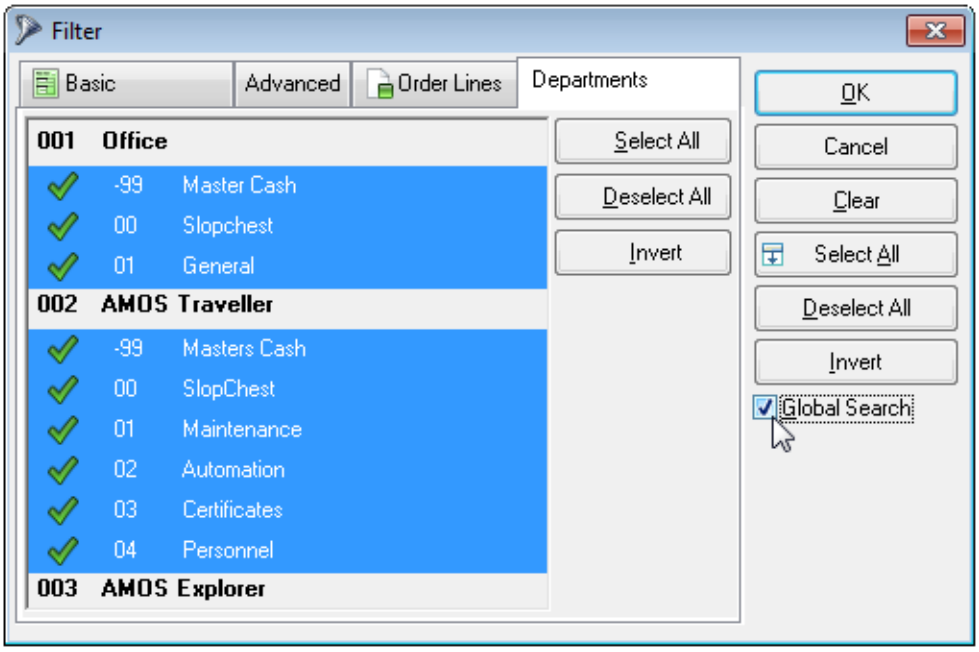
One Purchase Manager is responsible for approving all purchases for all vessels; etc.

To activate global searching:

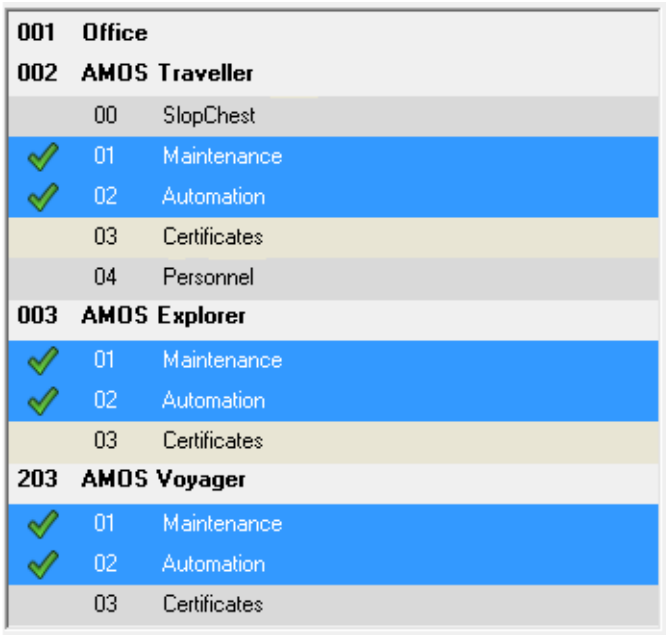
1. Flag the **Global Search** checkbox on the right side of the currently open filter:



2. The Departments tab will appear in the filter, showing all the installations/departments that you have access to:



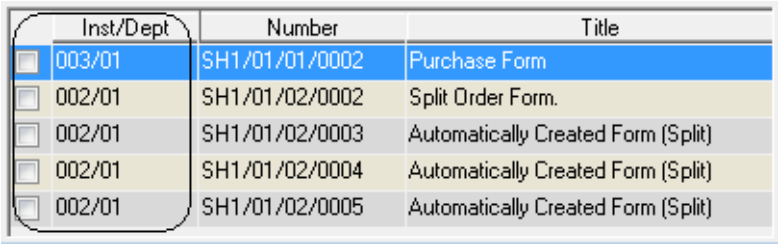
3. Flag installations/departments you want to search in the Departments tab:



> **Tip**
>
> Clicking on an installation header will select all departments within it. Hold the **Ctrl**/**Ctrl Shift** key and click on individual departments to select multiple locations, or use the **Select**/**Deselect All** and **Invert** buttons.

4. Click **Filter** when you are finished.
5. The resulting window will open in 'Global' mode.

The **Inst/Dept** column is added to the list part of a window in Global mode, showing you where each record came from:



Inst/Dept	Number	Title
003/01	SH1/01/01/0002	Purchase Form
002/01	SH1/01/02/0002	Split Order Form.
002/01	SH1/01/02/0003	Automatically Created Form (Split)
002/01	SH1/01/02/0004	Automatically Created Form (Split)
002/01	SH1/01/02/0005	Automatically Created Form (Split)

> **Tip**
>
> You might see the installation and department names with the codes in the list view as well. The setting of the system parameter, 'Global Search, Show Installation and Department Code and Name Columns' determines if the installation and/or department name appear in addition to (or instead of) the code.