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Section I   Chapter 1 General standards Windows

A.   Definitions

Mouse:

Tool used for:
1. Pointing an element, which displays contextual help (small yellow bubble with information);
2. *Dragging,* i.e. taking an element and moving it to another location;
3. Moving an element (click on an element, keep the mouse's left button pressed, while moving the mouse pointer).

Left button: If you click once on an element, it allows you to open it. Double-clicking directly accesses a file.

Right button: Brings you to a complementary list of available options, depending on where you are and which operation you just made.

Button

Corresponds to an icon or to access an additional selection, i.e. an option or a menu. By clicking on a button, you can access information contained in that element.
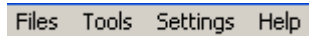
Example of a button:

Title area:

Always corresponds to the first line of information appearing in the upper portion of the screen. Identifies the module and version in which the operator is. If you double-click on that information line or if you use the maximize window function, it will then be possible to maximize (or to minimize) an information screen, which will give you a better perspective on interventions to be done.

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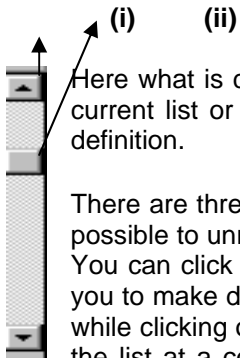
Main Menu Line

Corresponds to the second line of information appearing in the upper part of the screen. Accesses drop-down menus; when you click on the indicated option, a series of complementary options are displayed on the screen. You will note that, for each option, the first letter identifying it is underlined. With that feature we can access the option either by clicking on it or by using the *ALT + underlined letter* key (ex : ALT E, the system will automatically open the *Management* menu, etc.). It is in fact a fast access key from the keyboard, making it unnecessary to leave the keyboard to access a selection with the mouse.

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Command line in button format

Each one of these buttons corresponds to functionality available to the level of the line of order of options. A simple click on one of these buttons will make it possible to activate the function.

Scroll box:

(i)   (ii)

Here what is called in our language a scroll box. With this function you can browse freely within the current list or screen. The scroll box can be vertical or horizontal in your screen, it has the same definition.

There are three (3) ways of moving in this elevator. The arrows located in top and bottom (I) make it possible to unroll on a single selective basis, to go up or go down from one element at the same time. You can click at any place in the band being between the beginning and the end, which will enable you to make descents or rises in block. It is also possible to use the removable button (II) (to dredge) while clicking on this one and by holding the button of the mouse inserted. You will then see ravelling the list at a certain speed, dependently of the speed with which you move with the mouse. When desired information appears on the screen, you will have only to slacken the button of the mouse.

The *lateral scroll box* works in the same way.

The *scroll box* function is available in many screens; it is a very interesting tool to use.

Radio operator button

Many screens have a choice of buttons; they indicate that you must click in the circle which corresponds to your choice.

Selection box

Defines if an element is active or inactive, applicable or non-applicable.

Button "Help"

This button takes you directly to the help menu designed especially to assist, guide and inform the user.

3

Compulsory and suggested Fields:

For a *compulsory* field where information must absolutely be registered, the information field will be in `red`. For a field where it is **strongly suggested** to enter data, the field will then have a `yellow` background.

B.   Definition of the additional buttons

(25) Generates a new iteration of a benefit in administration when the management option has been activated.

(26) Browses through the various history date of registration.

(27) Accesses the benefit bank where various benefits have been saved with button **(28)**. This button is only available in edition mode. When you access the option, the **Import** button **(29)** becomes available in order to apply the headline selection.

A bank of the most standard benefits is automatically provided with the MDI system.

(28) Saves the current benefit in the bank of benefits. By default, the system will give a name DEMOVIE##, where the ## corresponds to the next sequential number. Each benefit name must be unique. You may access the bank of benefits (via button **27**) to modify the benefit name, which will then become your reference name. Accessible only in benefit edition mode.

(29) Applies, from the bank of benefits, a benefit to your current plan activity. The button is active only after having accessed the bank of benefits with button (**27**).

(30) Stores in the clip board (Save) all the active information when you click on this button.
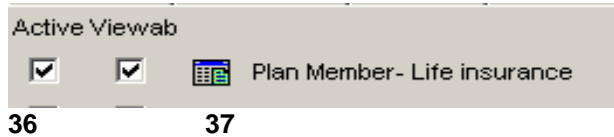
(31) Stores the information (Paste) (re: button **30**) in the current benefit.

(32) Applies the changes to all locations (divisions/classes/modules) in the same benefit. This option is particularly useful when a benefit modification and a set of benefits are identical for all locations.

(33) Accesses a coverage services list and additional information. This option is available for the following benefits: ADD, health insurance and dental care.

(34) Access complementary information on paramedical services. This option is available with the extended health insurance benefit.

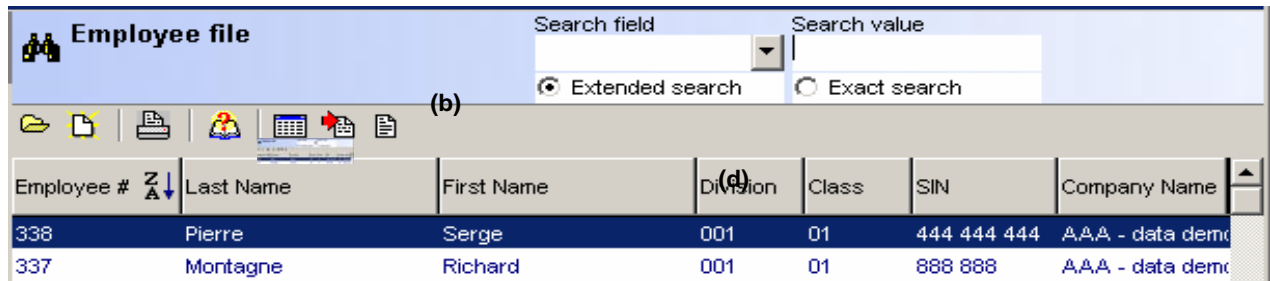**(35)** Close the active window.

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36   **37**

(36) In benefit mode, the selection box activation will activate the headline benefit, thus allowing access to button **(37)** of the benefit.

(37) Accesses management of benefit details if active.

C.   Field display and Search option

This option searches the active activity (Company, employee, etc…)

(a) All searches can be done from the available fields list displayed under (c).

(b) When you indicate characters corresponding to the searched items, the displayed list will be automatically limited to the elements containing corresponding information defined in (d).

(c) Each of the fields in the title line can be moved to the location you choose. Just point, click and hold the mouse button down while you drag the field to the desired location. If you place your selection in the first column, the file will then be sorted in the order the information is listed in that particular field.

(d) Available elements from which searches will be generated.

D.   On line Assistance

The **C-surance.ca** software gives access to an on line help. This option assists the user where necessary, in his evolution through the software. Various documentary modules are available. We describe here the procedure to reach the basic documentation which was created with the Allegroupe software. You can access other documentary modules of which multimedia presentations by accessing the www.c-surance.ca technical support section.

Warning: It is possible that certain screens or documentations do not reflect improvements. Considering that the great majority of information remains relevant, we judged good to preserve the access to this information.