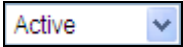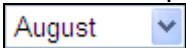## Recognizing Page Controls

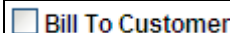| Step	Action
1.	A **field** is a rectangular edit box into which you enter data. The number of characters you can enter is determined by the length of the database field. For this simulation, you want to add a name for the new customer. Click in the **Name 1** field.
2.	Enter the desired information into the **Name 1** field. For this simulation, enter a valid value e.g. "**JANET VICTOR**".
3.	A **drop-down list** is a rectangular edit box similar to a field with a prompt button within the box. Clicking the prompt button displays a list of values from which you can select a single option. Click the **Customer Status** drop-down list. Active
4.	For this simulation, the customer should have a status of "Active". Click the **Active** item from the drop-down list. Active
5.	When entering information in a date field, you can use the **date prompt button**. Clicking this button opens a small calendar that displays the current month. You can also: • Press **Alt+5** while in the field containing the date prompt to open the calendar • Enter the current day's date by typing "t" in the date field For this simulation, Janet Victor has been a customer since the middle of last month. You need to update the **Since** date to **07/15/2009**.
6.	Click the **Choose a date** button. 31
7.	You can press the **Esc** key to cancel and close the calendar.
8.	To change the calendar month, select the drop-down list arrow for the month. Click the drop-down list. August

Step	Action
9.	Click the **July** item from the drop-down list. July
10.	To change the year, select the drop-down list arrow for the year. Click the drop-down list. 2009 ⌄
11.	Click the **2009** item from the drop-down list. 2009
12.	Click the day of the month to select the day. Click the **15** link. 15
13.	The **asterisks** next to the **Customer Status**, **Date Added**, **Name 1**, **Since**, **Type**, and **Short Name** fields indicate that these fields are **required fields**. Data must be entered into a required field to save the **component**. If you try to save the component before entering data into a required field, the field turns red and an error message dialog appears on the page.
14.	A **lookup** field is an edit box with a prompt button that looks like a magnifying glass. Clicking the magnifying glass opens a separate page that enables you to search the database for the data you need. Click the **Look up Currency Code** button. 🔍
15.	Use the fields at the top of the page to help narrow your search.
16.	After entering your criteria, click the **Look Up** button to display values that match your criteria.
17.	In this simulation, there is only one value in the **Search Results**. Click the **USD** link. USD
18.	After selecting a value, SMART automatically returns you to the original page and inserts the information in the field.
19.	A **check box** is a small square box that turns an option on or off. Select the box to add a check mark and the option is on. Remove the check and the option is off. In this simulation, the **Bill To Customer** box option is off. Click the check box to turn this option on. Click the **Bill To Customer** checkbox. ☐ Bill To Customer

Step	Action
20.	In this simulation, clicking the **Bill To Customer** checkbox also turned on the **Correspondence Customer** and **Remit From Customer** options.
21.	Click the **General Info Links** drop-down list. ...More
22.	Click the **0040 - Correspondence Options** item from the drop-down list. 0040 - Correspondence Options
23.	A **radio button** is a small round button that represents one option in a group of mutually exclusive options. Only one radio button in a group can be selected at a time. For this simulation, change the Address from **Primary Address** to **Contact Address**. Click the **Contact Address** radio button. ◯ Contact Address
24.	Notice how the mark filling in the radio button moves from the **Primary Address** option to the **Contact Address** option.
25.	Click the right scrollbar.
26.	Click the **General Info Links** drop-down list. ...More
27.	Click the **0120 - Messages** item from the drop-down list. 0120 - Messages
28.	**Long edit boxes** are rectangular fields into which you enter long text items, such as comments or descriptions. These boxes store free-form text fields.
29.	If you type more lines than you can see at one time, use the scroll bar to the right of the box to move through text.
30.	You have successfully used several different page controls to update a record in a SMART application.
31.	**Great job!** You have successfully completed the **Recognizing Page Controls** topic. **End of Procedure.**