

Browse view

To start Browse view, click Browse in the top menu bar.

When you first enter Browse view, it displays the folders and reports contained in your Home folder, a page at a time (you can set the page size; click Options in the top menu bar).

To open the report generation, you may need to open sub-folders to display the report you want, and you may want to list the generations of the report before opening one. Use the methods below to navigate through **Browse view** and to open report generations.



To open a listed folder, click its icon or name. This displays the first page of the folder's contents: other folders and reports

Click **Next** to see the next page of contents


Click **Prev** to see the previous page of contents

Click a page number to go directly to that page of contents

To return to a parent folder click this icon at the top of the folder list


To return to a recently visited folder, select it from the list box at the top of the folder list then select a new folder. This list resets whenever you return to a previous folder

To open the most recent generation of a report, click the report icon or name. If you have not yet opened the most recent generation, the report name displays in bold


To open the most recent generation of a TransVue report, click the report icon or name. The icon may be the icon of the file's application or the TransVue icon. 

To list the first page of a report's generations, click inside the parentheses following the report name

To open a report generation from a generation list, click its icon or name

To open a TransVue report generation from a generation list, click its icon or name. The icon may be the icon of the file's application or the TransVue icon 

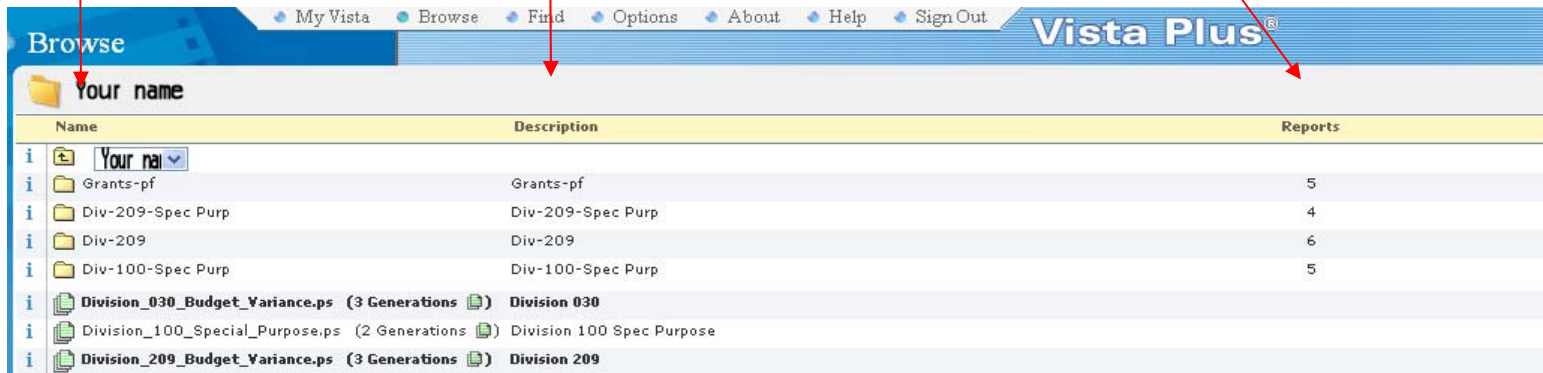
To return to your Home folder, click Browse in the top menu bar again

User Tip We recommend you use Web View's navigation features--such as the parent folder icon --rather than your browser's Back and Refresh buttons. The browser navigation features may not always correctly refresh the Web View screen or navigate through Web View. If it does work, the Refresh button always returns Browse view to your Home folder rather than refreshing the current folder or report list

Sorting the Lists

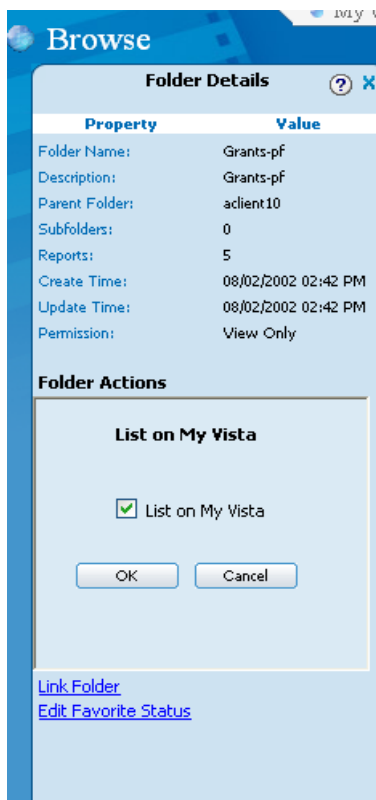
You can sort the list of items shown by clicking the header of the column to sort by.

This works for both report/folder lists and generation lists. It sorts only the items on the current page: folder contents pages are always in order by folder name and report name; generation list pages are in order by capture time.



Click the information icon **i** for Folder Details, Report Details, or to add or remove folders or reports from My Vista view

Folder Details



To view information about a folder or to add a folder to My Vista view, display the folder's Details pane by clicking the information icon to the left of the folder.



Folder Actions

Link Report— Vista Plus Administrator Function

Edit Favorite Status— To add or remove a folder from My Vista view, select this action; click the box; click OK

Report Details

Report Details

Property	Value
Report Name:	Division_100_Special_Purpose.ps
Description:	Division 100 Spec Purpose
Parent Folder:	aclient10
Number of Generations:	6
Online Generations:	2
Offline Generations:	4
Create Time:	07/13/2001 01:47 PM
Update Time:	07/13/2001 02:30 PM
Permission:	View/Distribute

Report Actions

Favorites

List on My Vista

Notify me via e-mail

OK Cancel

[Link Report](#)
[Edit Favorite Status](#)
[Find in Report](#)

To view information about a report or to add the current report generation to My Vista view, display the report's Details pane by clicking the information icon to the left of the report.

  [Division_100_Special_Purpose.ps](#) (2 Generations )


Report Actions

Link Report— Vista Plus Administrator Function

Edit Favorite Status

- To add or remove a current report generation from My Vista view, select this action; select List on My Vista
- To receive e-mail notification when a new report generation is available select this action; select Notify me via e-mail

Find in Report—See the [Find view](#) section of this manual

 **Note** Contact the Vista Plus Administrator at 215-503-4105 to confirm that the e-mail address associated with your Vista Plus User ID is accurate

Browse view continued

Generation List Division_209_Special_Purpose.ps (3 Generations)

To open a list of report generations click between the parentheses in the report name.




File Name	Description	Created Time	File Time	Pages	Size
 Division_209_Special_Purpose.ps					
 Division_209_Special_Purpose.ps	August 2007	10/02/2007 09:32 AM	10/01/2007 03:24 PM	307	4104326
 Division_209_Special_Purpose.ps	July 2007	09/24/2007 03:04 PM	09/13/2007 02:10 PM	306	4061375
 Division_209_Special_Purpose.ps	June 2007	08/13/2007 02:02 PM	08/13/2007 12:08 PM	314	4238843

Online: # - the number of online report generations

Offline: # - the number of offline report generations

The system default is Online; the active link is **bold**; to change the listing shown, click the opposite link.

Permission: View/Distribute – this indicates your report permissions. Generally, the report permissions are set at View/Distribute


 **Note** Offline generations are stored in an archive location. If an offline generation is needed, contact the Vista Plus Administrator




Generation List Options

The generation list options allow you to control what generations are included in a Generation List Window.

- Dates – determine whether generations are shown for all dates; the last so many dates; or a range of dates
- Number of Generations to Retrieve – determines how many of a report's generations are listed at a time in the list window
- Online/Offline Generations – determines whether online or offline generations are shown


 Select All allows you to select all generations listed in a Generation List

 Open All allows you to open all generations selected in a Generation List

TransVue Overview BYR03070010.xls (2 Generations)

TransVue files are files which have been captured into Vista Plus in their native format, meaning the application used to create the file.

You open TransVue files like any other report generation, however to open these files, the native application, in this case

Microsoft Excel  must be on the desktop; they do not open in the Vista Plus report viewer window.

You can then use any of the application features with the TransVue file including saving a copy on your desktop.