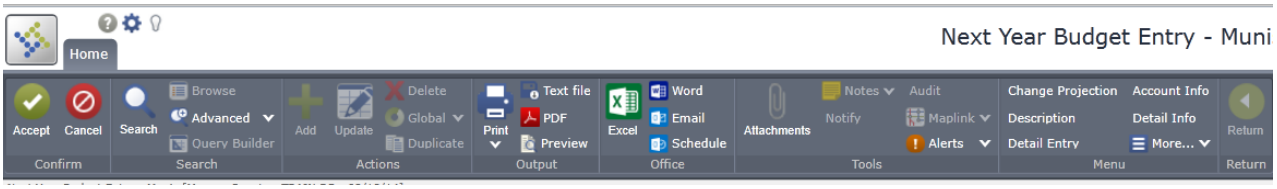
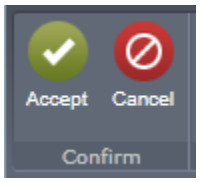
Munis Dashboard Ribbon Legend



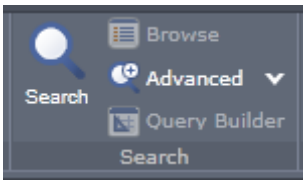


Accept

Saves information entered or action entered into the program.

Cancel

Cancels and erases any information or actions entered into the program screen before clicking Accept.

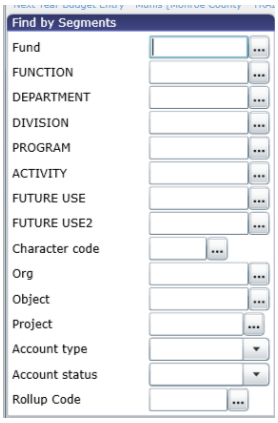


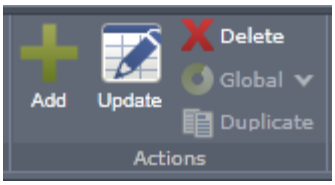
Search

Looks for Specific criteria to filter or pare down accounts viewed on the program screen. After choosing search, enter search criteria, and click Accept to save the action.

Advanced

Searches for Advanced Search Criteria by certain segments in an account. Click Accept after choosing search criteria.





Add

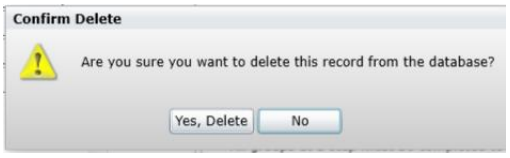
Adds a new Data record to the program screen. Example) Click add before entering a budget detail record.

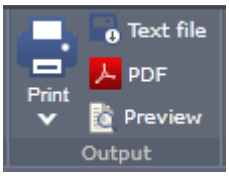
Update

Updates the current data record that has been “accepted” already and allows for changes to be made. Click Accept to save in changes.

Delete

Deletes the current data record. A warning message will appear before the delete choice will take effect.





PDF/Preview

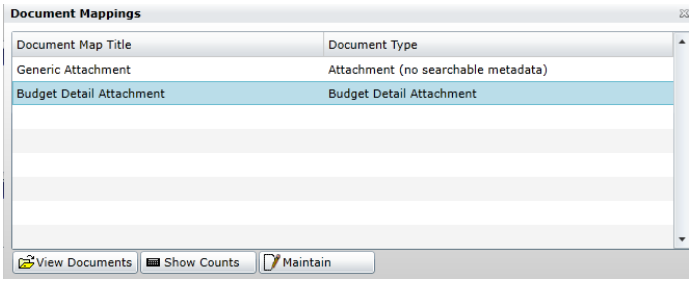
Shows the current record or records in a PDF or a Text File

Attachments

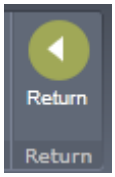
Any supporting documentation can be attached using this paper clip button.

(Next Page_

Choose Budget Detail Attachment, the click View Documents.



Then click New, and you can then import, or scan in your document. PDF and .tif files are preferred.



Return

Return will bring you back to the previous screen you were on. Click return after you have clicked Accept and saved in your work.

NOTES