

TRA Website Quick Reference Index

Icons



Look up: Displays a list or a search window.



Pins the Actions menu to the window. Click to slide menu to left.



Information: Hover to display the description of the field.



Arranges Quad View windows side-by-side or in separate browser tabs.



Information message.



Arranges Quad View window horizontally or in separate browser tabs.



Opens the details in a new window, called the Quad View, in the browser. Enables you to view the search results and details of the selected record simultaneously.



Error



Closes the Quad View window. Does not close browser.



Mandatory. Asterisk appears at the end of a mandatory field.



Calendar (date picker)

Buttons



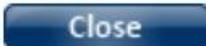
Displays a list of records that match the search criteria.



Clears all fields.



Creates a new record. Displays a blank details window. Ignores any information entered as search criteria.



Closes the window. Never use the browser back button; always click **Close** to return to the previous window.



Save changes made to the record.



Restores record details; does not save any changes.



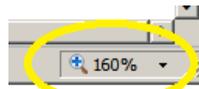
Keyboard Shortcuts

TRA Org Id	
<u>00001</u>	Aitkin - ISD #1

Click underlined text to drill down to details. Double-click anywhere on the row to do the same thing.



You need only type the first few letters in any drop-down box to make a selection.



Click here to enlarge the type on the browser window (lower right corner of your browser).

Correspondence PDF Viewer Tools



Save | Print | Zoom | Display PDF toolbar
| out/in |

Tables can be modified

Sort Column

Results displays can be sorted by double-clicking on a column heading.

Before: Default order is by *Demo Id* column

Status	Status Description	Total Errors	Demo Id	File Id	Received Date	EEIN	TRA No	Member Name
●	Processed - Existing Member/Org	0	2480705				463446	Chant2, Jeffrey
●	Processed - New Member	0	2480704				463446	Chant2, Jeffrey
●	Processed - Existing Member/Org	0	2480703				463445	CHANT, JEFF
●	Processed - New Member	0	2480702				463445	CHANT, JEFF ALAN
●	Processed - Existing Member/Org	0	2480701	144483 »	1/2/2014	BARTECHAC	266395	Bartels, Chad A
◆	Review	2	2480700	144482 »	1/2/2014		268334	Nash, Unknown

After: Sorted by *Status Description*. The arrow indicates the sort is in descending order.

Status	Status Description	Total Errors	Demo Id	File Id	Received Date	EEIN	TRA No	Member Name
●	Review Member Info	0	2480332	144245 »	12/14/2013	BAILERAYOC		Bailer, Raymond James
◆	Review	1	2480396				308998	testing254, Adrienne
◆	Review	4	2480383	144299 »	12/17/2013		437310	Uploadfirstest2, Upload
◆	Review	1	2480367	144290 »	12/15/2013	TestTestSha		Shrestha, Unknown
◆	Review	2	2480360	144283 »	12/15/2013	ABERLEMIO	299220	Aberle, Emily
◆	Review	1	2480219	144185 »	12/10/2013	TAKEKEMIO		Takekawa, Emily

Re-Order Columns

To change the order of the column, click and hold on a column, then drag it to its new location.

Before:

Status	Status Description	Total Errors	Demo Id	File Id	Received Date	EEIN	TRA No	Member Name
●	Processed - Existing Member/Org	0	2480705				463446	Chant2, Jeffrey
●	Processed - New Member	0	2480704				463446	Chant2, Jeffrey
●	Processed - Existing Member/Org	0	2480703				463445	CHANT, JEFF
●	Processed - New Member	0	2480702				463445	CHANT, JEFF ALAN
●	Processed - Existing Member/Org	0	2480701	144483 »	1/2/2014	BARTECHAC	266395	Bartels, Chad A
◆	Review	2	2480700	144482 »	1/2/2014		268334	Nash, Unknown

After: The TRA No column has been moved to the first column.

TRA No	Status	Status Description	Total Errors	Demo Id	File Id	Received Date	EEIN	TRA Org Id	Member Name
463446	●	Processed - Existing Member/Org	0	2480705				00011	Anoka-He
463446	●	Processed - New Member	0	2480704				00011	Anoka-He
463445	●	Processed - Existing Member/Org	0	2480703				00011	Anoka-He
463445	●	Processed - New Member	0	2480702				00011	Anoka-He
266395	●	Processed - Existing Member/Org	0	2480701	144483 »	1/2/2014	BARTECHAC	00284	Wayzata -
268334	◆	Review	2	2480700	144482 »	1/2/2014		00011	Anoka-He

Change Column Width

To change the width of a column, click and hold on a column border, then drag it to its new location.

Before:

Status	Status Description	Total Errors	Demo Id	File Id	Received Date	EEIN	TRA No	Member Name
●	Processed - Existing Member/Org	0	2480705				463446	Chant2, Jeffrey
●	Processed - New Member	0	2480704				463446	Chant2, Jeffrey
●	Processed - Existing Member/Org	0	2480703				463445	CHANT, JEFF
●	Processed - New Member	0	2480702				463445	CHANT, JEFF ALAN
●	Processed - Existing Member/Org	0	2480701	144483 »	1/2/2014	BARTECHAC	266395	Bartels, Chad A
◆	Review	2	2480700	144482 »	1/2/2014		268334	Nash, Unknown

After: The *EEIN* column has been made wider.

Status	Status Description	Total Errors	Demo Id	File Id	Received Date	EEIN	TRA No	Member Name
●	Processed - Existing Member/Org	0	2480705				463446	Chant2, Jeffrey
●	Processed - New Member	0	2480704				463446	Chant2, Jeffrey
●	Processed - Existing Member/Org	0	2480703				463445	CHANT, JEFF
●	Processed - New Member	0	2480702				463445	CHANT, JEFF ALAN
●	Processed - Existing Member/Org	0	2480701	144483 »	1/2/2014	BARTECHAC002	266395	Bartels, Chad A
◆	Review	2	2480700	144482 »	1/2/2014		268334	Nash, Unknown