



This document will explain:

How to search for a CardFile using common 'browsing' techniques

Skill Steps:

- 1. Select the CardFiles tab from the Jim2 ribbon.
- 2. Click View/Edit CardFile in the Ribbon.



3. Click the 'browse' button adjacent to the Card Code field.

View or Edit a Card X					
Please enter the Card Code you wish to view or edit					
Card Code	 ✓ <u>A</u> ctive]			
Uiew	🛃 Edit 😵 Ca	ancel			

- 4. Enter a key word from the name or address of the CardFile
- 5. Press the Enter key on your keyboard, or click Run.

😑 CardFile Se	lect					\times
Cardfile List Sea	rch					
Search mosley						P
✓ CardFile						
MOSLEY.GP	Mosley Consulting Group		Card Code	MOSLEY.GP		
					-	
Quick CardFile	Add	🜔 Run		OK	Cancel	

6. Double click with your mouse on the required CardFile.

For further information please go to Jim2 online Help file at http://jim2help.happen.biz/index.html and search CardFile.

