

Origami quick tips

By Tiffany Woods

Navigating Screens and Downloading Reports

Origami is a web-based application. In Origami anything red in color is a hyperlink to another area. This is helpful for opening more than one tab or window browser by right clicking on the red hyperlink and select Open Link in New Tab or Window. Now you can go back and forth between the tabs or windows.

On the dashboard are Property and Vehicle schedule reports. Everything listed in the reports are active on the schedule. Both schedules have search fields available when viewing the reports online.

An example of the above two features in use:

On the dashboard in the “Property and Vehicle Schedules” Widget, right click on the “Vehicle Schedule” report and open it in another tab. After the report opens, click the Show Options button. In the VIN field enter a VIN, using “is equal to” as the type of lookup, or use “contains” to search for part of the VIN, and then click the “Refresh Report” button. The result displayed will be for the specific search. With the other tab available the dashboard is still accessible while keeping the vehicle schedule report open; the other tab can be used for looking up instructions, adding a vehicle to the schedule, etc.

The image shows two screenshots from the Origami application. The top screenshot displays a table titled "Schedules" with a sub-header "Property and Vehicle Schedules". The table has two columns: "Report Name" and "Description". The rows are:

Report Name	Description
Property Schedule	Property Schedule (Print View)
Property Schedule All Fields	Property Schedule All Fields (Use Excel)
Vehicle Schedule	Vehicle Schedule (Print View)
Vehicle Schedule All Fields	Vehicle Schedule All Fields (Use Excel)

Callouts point to the "Vehicle Schedule" row with the text "Open link in new tab" and "Open link in new window". Below the table are three buttons: "Show Options", "Save a Copy", and "Refresh Report".

The bottom screenshot shows a search form with the following fields and options:

Member	is any value	▼
Vehicle Number	is any value	▼
VIN	is equal to	▼
License Plate	is any value	▼
Member Unit No	is any value	▼

Callouts point to the "Refresh Report" button and the "VIN" field.

To download a copy of a report from the dashboard, let the report run without any search options to show all results. Once the report has ran and is visible in the browser, on the far-right upper corner of the screen click on either the Adobe or Excel icon to open the report in that application. After the file opens you can save the report offline as that file type. The Schedule reports in the Description field indicate which application is best used for downloading the report; "Print View" displays nicely in Adobe and can also be opened in Excel. If the Description says "Use Excel" then the report is best viewed in Excel to accommodate all the fields being displayed. When you are finished viewing the report online you may close the specific tab or window instead of the entire browser.

