

Lesson 1: Data Select Network system components

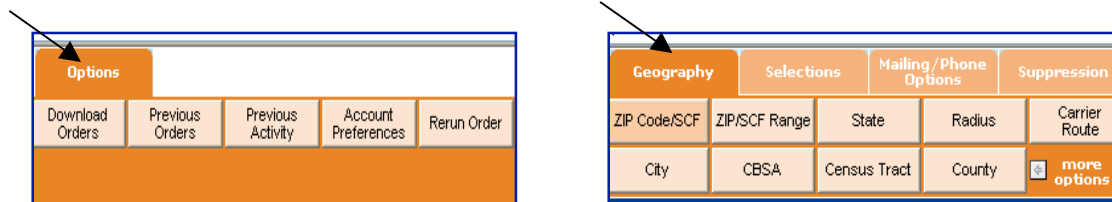
This lesson was designed to provide you with a clear understanding of the building blocks that construct the Data Select Network query system interface. Becoming familiar with the interface components will allow you to easily navigate through the system.

Data Select's interface is made up of the following parts:

- Selector tabs
- Navigation buttons
- Utility buttons
- Tips bar
- Main workspace
- Task panel

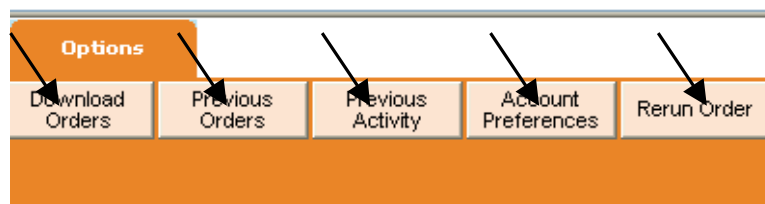
Selector tabs

Selector tabs vary depending on the window you are currently accessing. These tabs represent specific functions. Below we have provided you with several examples of selector tabs.



Navigation buttons

These buttons vary depending on the window you are currently accessing. Each button represents a new screen that will open. For example, the **Download Orders** button will open the screen where you download your orders. The **Previous Orders** button will open a screen that displays your previous orders.

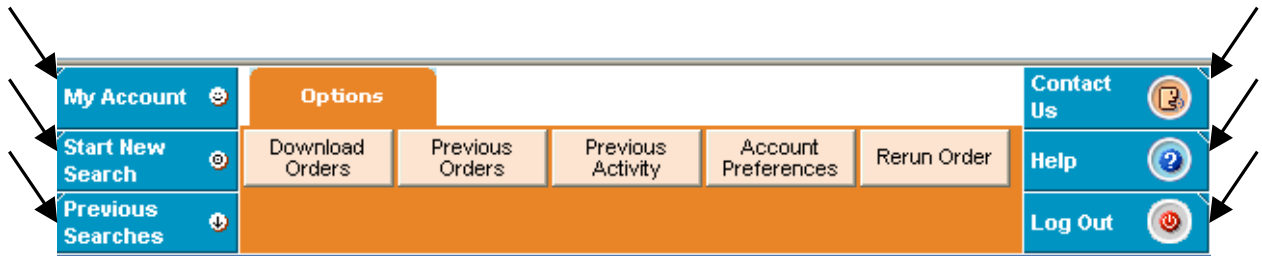


Utility buttons

These buttons are consistently visible in any screen of the query system.

Clicking **My Account**, **Start New Search** and **Previous List Search** allow you to load your account information, start a new query or view a summary of your previous activities, respectively.

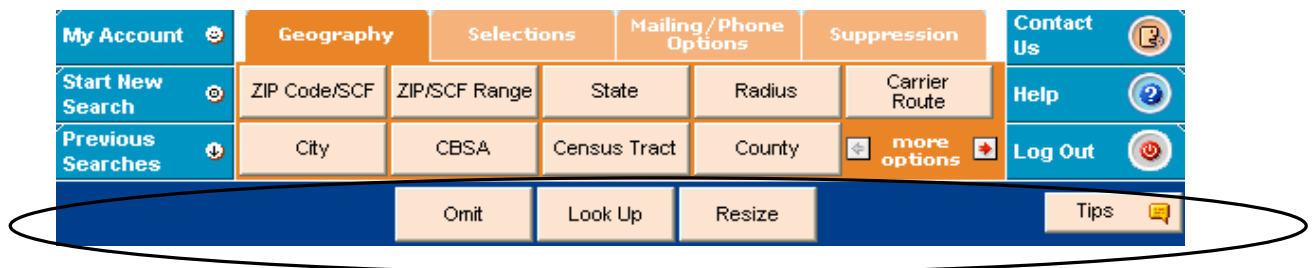
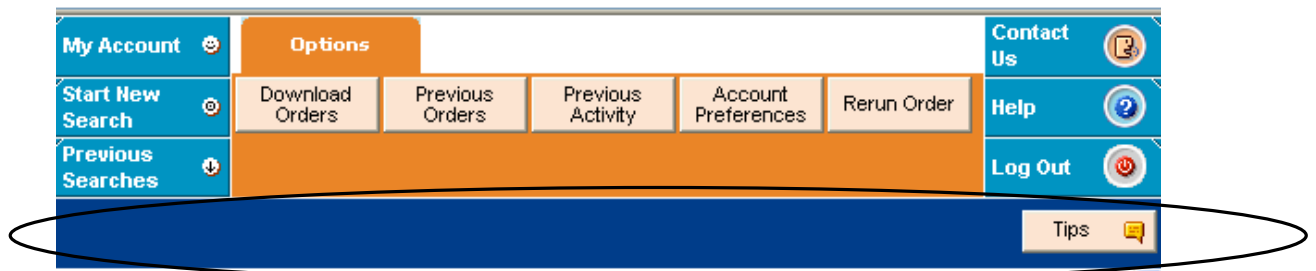
The **Contact Us** button opens a window that contains the Data Select support staff email address and telephone number. The **Help** button opens a comprehensive user guide and the **Log Out** button will close your session.



Utility bar

The navy blue utility bar displays the **Tips** button. This bar may also display additional search utility buttons such as **Omit**, **Look-up** and **Resize** depending on the screen you are currently viewing.

The **Tips** button provides hints and information specific to the screen that is currently displayed in the system. At any time in Data Select, if you aren't sure what to do next simply click on the **Tips** button.



Main Workspace

The main workspace displays all the information you need or the fields you need to fill in to accomplish a particular task.

The screenshot shows the main workspace interface. At the top, there is a navigation bar with tabs: My Account, Geography, Selections, Mailing/Phone Options, Suppression, and Contact Us. Below this is a search area with 'Start New Search' and 'Previous Searches' buttons. The search criteria are defined by a grid of fields: ZIP Code/SCF, ZIP/SCF Range, State, Radius, Carrier Route, City, CBSA, Census Tract, and County. There are also 'more options' and 'Log Out' buttons. Below the search area are buttons for 'Omit', 'Look Up', 'Resize', and 'Tips'. The main workspace is a large grid titled 'ZIP Codes' with a 'Clear All' button at the bottom. A checkbox at the bottom left is labeled 'Only records with ZIP+4'.

Task Panel

The task panel is located on the left side of your screen, beneath the Experian logo. It displays the same headings found in the selector tabs. Clicking on a heading will yield the same result as clicking on the selector tab – it opens the appropriate window. Under each heading the selections you have made are displayed. Your selections will appear in the task panel after the window has refreshed. You can expand the selection by clicking the "+" sign before it. You also can delete the selection by clicking "x."

The screenshot shows the task panel interface. The top navigation bar is the same as in the previous screenshot. The task panel is located on the left side of the screen. It displays the Experian logo and the user's name 'Jane Doe' and user ID 'JaneDoe123'. Below this, it shows the number of records: 'Records: 114,919,691'. The task panel is divided into sections: Database Selection (Consumer Database), Geography, Selections (Dwelling Type (3 items), One-per Living Unit (1 item)), Mailing/Phone Options (Recipient Reliability Code (2 items)), and Suppression. A 'Click x to Delete' instruction is shown at the top of the task panel. The main workspace is the same 'ZIP Codes' grid as in the previous screenshot. A checkbox at the bottom left is labeled 'Only records with ZIP+4'.

