







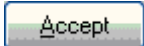
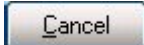



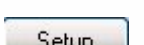

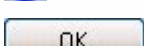







































Keyboard and Button Navigation

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The following is a list of buttons and keyboard shortcuts available in the software.

Key	Function
TAB	Moves to the next field. In a grid, pressing the TAB key moves focus from cell to cell. At the end of the row, pressing the TAB key moves to the next row.
ENTER	Moves to the next logical field. In a grid, pressing the ENTER key moves focus from cell to cell if the [ENTER] Key like [TAB] Key for Grid check box is selected in the User Maintenance window.
SPACEBAR	Clear/select a check box/radio button.
BACKSPACE	Deletes the entry at a field
ESC	Closes the current window. In a grid, pressing the ESC key cancels a cell entry.
HOME	Moves to the first page in a list box. In a grid, pressing the HOME key moves focus to the first cell of a row.
END	Moves to the last page in a list box. In a grid, pressing the END key moves focus to the last cell of a row.
PAGE UP	Moves to the previous page in a list box or grid.
PAGE DOWN	Moves to the next page in a list box or grid.
CTRL+HOME	In a grid, moves focus to the first row in the same cell position.
CTRL+END	In a grid, moves focus to the last row in the same cell position.
CTRL+ENTER	In a grid, adds line feeds to comments.
CTRL+INSERT	Inserts a line.
CTRL+DELETE	Deletes the current line.
ARROW	In a grid, pressing the ARROW keys moves focus from cell to cell.
F1	Displays Help text for the current field.
 F2	Displays the Lookup window for the current field.
 F3	Displays an alternate Lookup window for the current field.
ALT+L	
 F4	Prints the report or listing associated with the menu task.
F5	In a grid, allows you to toggle between the primary and secondary grids.
 ALT+F	Displays price and reorder information for an item, or allows you to display/enter lot/serial items.
 CTRL+F5	Selects the first record.
 CTRL+F6	Selects the prior record.

	CTRL+F7	Selects the next record.
	CTRL+F8	Selects the last record.
	CTRL+F9	Launches the Customizer module.
	ALT+A	Saves the current record.
	ALT+C	Cancels entry of the current record.
	ALT+D	Deletes the current record.
	ALT+P	Prints the current report.
	ALT+V	Previews the current report.
	ALT+S	Displays printer settings.
	SHIFT+F1	Displays Help text for the window.
	ALT+O	OK button for dialog boxes and line entry.
	ALT+U	Undo line changes.
	ALT+N	Inserts a line.
	ALT+E	Deletes a line.
	ALT+1, 2, 3...	In a data entry window, selects the first tab, second tab, third tab...
	ALT+B	Opens a Batch window where you can start a multiple data entry session.
	ALT+E	Sends e-mail to the address entered at the E-mail Address field.
		Displays extended comments.
	ALT+M	Opens the Memo Maintenance window where you can write a memo.
	ALT+M	Opens the Memo Maintenance window (when memos are on file)
	ALT+Q	Map button
	ALT+S	Shows the image specified at the adjacent field.
	ALT+S ALT+X (where X is unique)	Activates the Search feature for records at a field and displays the search options for the document.
	ALT+T	Enters a tracking ID number for a shipment and accesses a Web service to check the status of the shipment.
	ALT+U	Launches a Web site based on the URL entered at the URL Address field.
	ALT+N	Selects the next number for the field.
	ALT+Z ALT+X (where X is unique)	Drills down to detail information for the item selected.
		Calculates the net balance.

			
	F2		Opens the calculator.
	F2		Opens the calendar.
			Exports data in the lookup window to Excel.
			Displays options for changing budget amounts.
	ALT+U		De-selects all rows in a grid.
	ALT+S		Selects all rows in a grid.
			Selects a column in a grid.
			Selects a row in a grid.
			Selects all rows in a grid.
			Selects the total row in a grid.
	ALT+N		Inserts a row in a grid.
	ALT+W		Moves a row down in a grid.
	ALT+U		Moves a row up in a grid.
			Preview button.
	ALT+E		Deletes a row in a grid.
	ALT+R		Resets a row in a grid.
			Saves
			Switches between displaying the Net Balance view and the Debits and Credits view.
			Lists files in a directory.
			Accesses MS Office Link templates and attachments associated with the task.
			Opens a Text Maintenance window where you can write an extended description.

