



Quick Key Strokes

Helpful Keystrokes in TERMS

<u>Key</u>		<u>Result</u>
Tab	=	Moves the cursor forward one field at a time
Shift/Enter	=	Moves to the first field on each line all the way down the page
Shift/Tab	=	Moves the cursor backward one field at a time
Pause/Break	=	Takes you to the Panel field at the top of the panel
Right Ctrl	=	Clears from the cursor to the end of the field the cursor is on

Always press <ENTER> before exiting or refreshing a panel if you wish to save the new data entered.

Update and **error messages** appear at the bottom left-hand corner of each panel. Other errors will show highlighted in red.

Always look at the bottom left hand corner of the screen to see a positive confirmation message that your updates were accepted.

FUNCTION KEYS

A **menu** of options will normally be displayed at the bottom of each panel such as:

- F1** = Online Help
- F2** = Print or Note
- F3** = Exit
- F4** = Prompt for List of valid codes
- F5** = Refresh
- F6** = Next Record
- F7** = Move backwards in records
- F8** = Move forward in records
- F9** = Move to the next panel in a series of panels
- F10** = Delete a Record
- F11** = View details of a record
- F12** = Escape to the A001 System Sign-on Menu

Note: These **options** are available throughout most of the TERMS Panels but not all.

To Log Off of the AS400

- 1 Press the Pause/Break key (located in the upper right hand corner of your keyboard)
- 2 At Panel, type **END**
- 3 Press <ENTER>
- 4 Type **90**
- 5 Press <ENTER>
- 6 Click on the disconnect button located under the word 'Options' at the top of panel