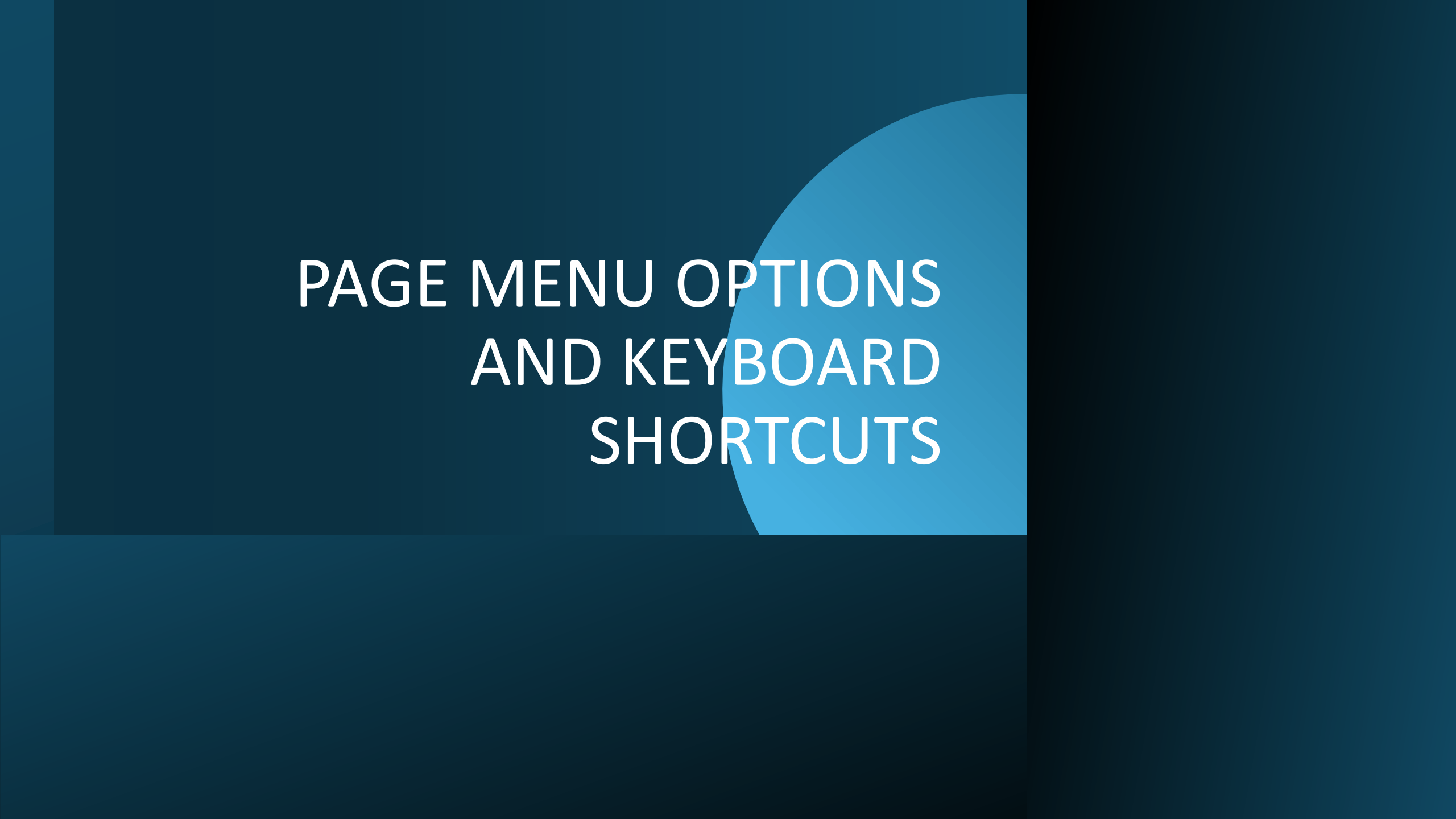
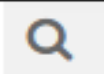




PAGE MENU OPTIONS AND KEYBOARD SHORTCUTS

Page Menu Options:

SYMBOL	NAME	DESCRIPTION
	Expand/Minimize	Expand or minimize the page menu.
	Search	Enable Search mode. Search Records are returned in Grid mode. Entered selection criteria appear under "Search Criteria" listing the page or tab name. Click the X to remove.
	Advanced Search	Save entered selection criteria. Must be in Search Mode to display this option.
	Records	Display selected record(s) in Grid or Single Record view.
	Reselect	Re-initiate Search using the criteria entered in last Search initiated.
	Field Help	Display field related DB information in lower right corner of the page.
	About	Displays release, user, server, connection and Web browser information.

	Threaded Notes	Displays saved threaded notes. Selecting a saved note or the "Add New Thread" button opens the Update Generic Text (SYUTTXUP) page. User must have appropriate security.
	Screen Links	Displays links to related screens, if available.
	Attachments	Displays DO attachments, if any. Select "Add New Attachment" to attach new item.
	Reload Record	Reload the current record.
	Revert Changes	Reverts all changes since the record was last saved. Greyed out if no changes made.
	Save Changes	Save Changes. Greyed out if no changes made.
	Export to Excel	Opens the Export to Excel window from which users can select what data to export to excel.
	Reports	Option to Add report links to screen.
	Tools	Screen-specific tools appear in bold. Ledger Settings – Change ledger preferences. View Last Changes – Displays most recent set of changes Data Dictionary – Displays DB information for all page fields.

Single and Grid mode Record Controls:

SYMBOL	DESCRIPTION
	Toggle between Grid and Edit view.
	Go to previous record
	Go to next record.
	Add a new record.
	Back to Grid from Add mode
	Delete current record.
	Copy current record
	Paste record.
	Select page Sort option. Record Info displays Record Data and Log History. Copy/Paste current record commands.
	Switch to Added Records
	Select columns to display in Grid mode.
	Edit the selected record in Edit mode.
	Use the arrows or page numbers forward or back.
	Select the number of rows to display the Search results window.
	Which subset of records out of the total number of records is currently displayed.

Keyboard Shortcuts



Action	Keyboard Shortcut
Create a Seed	CTRL + SHIFT + E
Insert Current Date	CTRL + ;
Screen Lookup	CTRL + SHIFT + L
Find/Search Mode	CTRL + SHIFT + F
Add Mode	CTRL + SHIFT + A
Navigate Between Page Tabs	CTRL + SHIFT + # (where # is the number of the tab, e.g., CTRL+SHIFT+3 shifts focus to the third tab on the page)