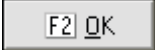




Standard Keys

F2 Accept Screen (Save) 

F3 Delete Item 

F4 Lookup (Search) 

F9 Drill-down (Dbl click) 

F11 Preview 

F12 Print 

Alt X Close Screen (Exit) 

F5 Quick Launch 

Shortcut to System Functions (Main Menu Only)

Moving Between Fields

Enter Accept Screen

Tab Next Field

Shift Tab Previous Field

Ctrl Tab Next Page Field

Ctrl Shift Tab Previous Page Tab

Down Arrow Drop-down List

Page Down Next Record

Page Up Previous Record

Ctrl Home First Record

Ctrl Enter Last Record

Data Grids

Tab Next Field

Shift Tab Previous Field

Up Arrow Up Row

Down Arrow Down Row

Alt Down Arrow Drop-down List

Page Up Page Up

Page Down Page Down

Ctrl Home First Row

Ctrl End Last Row

Ctrl Delete Delete Row

Screen Viewing

Ctrl Home First Page

Ctrl End Last Page

Page Up Page Up

Page Down Page Down

Up Arrow Up Line

Down Arrow Down Line

Left Arrow Column Left

Right Arrow Column Right

Ctrl - Zoom Out

Ctrl + Zoom In