

General Notes on Moving Around on Screens

Deleting Characters in a Field

If you want to remove letters or numbers ahead of the cursor, use the **space bar**.

Exiting a Screen

The **Esc** key will exit the record displayed on the screen.

Help with a Specific Field

Use **the equal sign (=)** to display a line listing what choices you have to enter in a specific field.

Logout

To logout, use the **tab** key from any menu. You will then be prompted 'Do you wish to logout? Y/N'

Move Cursor Back

Use the **up arrow** key to move the cursor back a field.

Move the Cursor to the Next Column

The **tab** key will move the cursor to the next column of fields on a screen.

Move the Cursor to the Part Field (from the line portion of the full product code)

Pressing the **'/'** key will move the cursor over from the line prompt to the part prompt. Once the part is entered, a list of any lines that match that product will be displayed. If only one line matches the product, it will be filled in automatically.

'Remembering' the Last Line/Part Displayed

Pressing the **space bar two times** will display the last line/part you had displayed. (For example, if you have a product displayed in F1 part inquiry, and then go to the billing program, and enter 'space space' on the detail screen, the product you had last displayed will appear.)

Search for a Menu Item

From any menu enter **'?'** and a prompt for the search word(s) will be displayed.

Additional Notes:

- refer to the **function key** list along the bottom of the screen, since these change depending on the program.
- do not use "backspace" or "delete" keys to move through screens.