







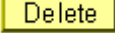

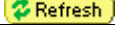



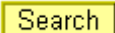
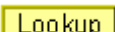
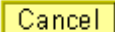


Short Cut or Hot Keys.

Hot keys perform an immediate action. When you press any of the key combinations below, the designated action occurs. You'll notice that several hot keys perform different functions depending on the page you are in, such as a transaction page or a search page.

Hot Key	Button or Link	Action
Alt+5		Opens lookup page.
		Opens the calendar prompt.
Alt+6	  	Opens the pop-up window on a page.
Alt+7	  	Inserts one or more rows in a grid or scroll area.
Alt+8	 	Deletes row in a grid or scroll area.
Alt+0		When in Expert Entry mode, validates data entered in page.
Alt+ .		Next in grid, scroll, or search page results list.
Alt+ ,		Previous in grid, scroll area, or search page results list.
Alt+ \	<u>Add a New Value</u>	Toggles between "Add a New Value" and "Find an Existing Value" in a Search page.
	<u>Find an Existing Value</u>	
Alt+ /	<u>Find</u>	Find data in grid or scroll area.
Alt+ '	<u>View All</u>	View all rows of data in grid, scroll area or search page results list.
Ctrl+ K	--	When in a search page or transaction page, opens a page with a list of keyboard navigation shortcuts using hot keys and access keys.
Enter		Activates the Okay button where appropriate.
		On a Search page, activates the search button.
		On a Lookup page, activates Lookup button.
Esc		Activates the cancel button where appropriate.