

# NAVIGATION REFERENCE GUIDE

**COMMAND KEYS OR FUNCTION KEYS:** Otherwise known as F keys, function keys are found across the top of your key board. The most common keys are:

**F1** = Online help

**F3** = Exit from the screen you are on. *If you get lost in the system, use your F3 key to back up to a menu you recognize, and begin again.*

**F4** = Opens a drop down menu to choose from. *Any field title containing a > sign offers a drop down menu.*


**F6** = Use to accept screen options when an output is expected (reports, checks, etc.) *If you are accepting details on a screen that will not result in a written output, use “enter.”*

Access F13-F24 by using the shift key. Example: Shift F1=F13. Shift F2=F14 etc.

**FIELDS:** To move from field to field on a screen use your “tab” key, or map a field exit key to your keyboard.

**HIGHLIGHTED FIELDS:** All required fields on a screen will be highlighted in **PINK**.

**LISTS:** Many screens offer lists of entered data (i.e. customers, inventory, open orders, order history.) Type a number or letter into the appropriate field and hit “enter.” The list appears on the screen with a drop-down option menu to the left of the item.

**PROMPT:** A field with a  symbol means you can use the Prompt button to help fill in the field. Put your cursor in the field and hit Prompt for a list of possible entries.

**MENUS:** For the user’s convenience, many options can be found on multiple menus. Example: Customer Account Inquiry, which is the main screen for your customers, can be found in each of the following menus: 100, 200, 400, and 700.

**OPTIONS:** You may type the menu option you want on the line at the bottom of the page, click the option with your mouse, or tap (if using a touch screen system) the option you need.

**PAGE UP OR PAGE DOWN:** These options can be used from your keyboard, or you may use the buttons on the bottom of each screen. (Best used when sorting through a list.)

**PAGE VIEW:** If your page view is too small, use control ++ to increase your font size.

**RED ERROR MESSAGES:** If you have an invalid entry a **red message** will appear on the bottom left corner of your screen. You may need to hit the Refresh button to refresh your screen before you can fix the entry.

**REPORTS:** Option 999 is used to direct your prints. Choose an email or printer for your reports to be sent to. *Reports sent to an email address will appear in an Excel format.*

**RESET:** If your screen freezes, click on the “reset” button at the lower right margin of your screen.

**SAVE YOUR ENTRIES:** When you are done with your screen contents, use your “enter” key or use your mouse to click on the “enter” button on the bottom of the screen to accept and save the data.

**SECURITY / PASSWORDS:** The system administrator/owner can control the menus and fields a user/employee can access. Option 909 – Work with Program security. *Default passwords are currently set for some of the options within a menu. These can be changed at will. (Dart, Alan, Nocare, Ferber, 750)*