

QUICK REFERENCE GUIDE

COMMAND KEYS OR FUNCTION KEYS: Otherwise known as F keys found across the top of your key board, function keys are available using your keyboard, or with your mouse on the chart at the bottom of every menu.

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."

You may 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. You can also click on the "field plus" or "field minus" box at the bottom of your screen. (Use "field minus" when you enter negative dollar amounts.)

HIGHLIGHTED FIELDS: All required fields on a screen will either be highlighted or in another color.

LISTS: Many screens offer lists (clients, open orders, order history, inventory items, etc.) The available options for the items in the list appear in a drop down menu to the left of the item.

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, 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 X: If you have an invalid entry a red X will appear on the bottom left corner of your screen. To clear it, press the "Ctrl" key on the bottom left corner of your keyboard.

An error message will appear near the red X. Correct your error.

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 bottom 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)