

## Infoware Screen Keys

### For iwt Terminal Type

<b>F12</b>	Save	<i>To save information and exit screen.</i>
<b>F8</b>	Cancel	<i>This will exit out of current screen without saving new information which has been entered. Any key pressed after the first DELETE cancels the sequences, therefore two consecutive DELETE's must be hit to exit.</i>
<b>F1 or Insert</b>	Insert Character	<i>Insert a blank Character into a field.</i>
<b>F2 or Delete</b>	Delete Character	<i>Delete a Character from a field</i>
<b>F5</b>	Duplicate Field	<i>Duplicate Field value of field in previous record</i>
<b>F6</b>	Browse list	<i>When editing a field, pressing "F6" will display a Browse list if one is available.</i>
<b>F6</b>	Display Fields	<i>When updating a Selection Set, pressing "F6" will Display a list of fields for the current file.</i>
<b>F9</b>	Tab within a field, or User key	<i>Will move the cursor 8 characters within a field, unless a user key processing is operational, in which case it will do the user key processing.</i>
<b>F10</b>	Help	<i>Help</i>
<b>Home</b>	1 <sup>st</sup> field on a Screen	<i>Will move the cursor to the Home position which is the first field on the current screen.</i>
<b>Enter</b>	Leave Field	<i>Pressing "Enter" will cause the cursor to leave the current field and move to the next field.</i>
<b>Tab</b>	Next Field	<i>Move cursor to next field block on screen.</i>
<b>Shift-Tab</b>	Previous Field	<i>Move cursor to previous field block on screen.</i>
<b>Shift-End</b>	Clear Field	<i>Clear from cursor to End of Field</i>
<b>F11</b>	Redraw Screen	<i>Redraw Screen</i>
<b>Page Up</b>	Page Up	<i>When in browse screen, the page up key will display the previous page of records.</i>
<b>Page Down</b>	Page Down	<i>When in browse screen, the page down key displays the next page of records.</i>
<b>Arrows</b>		<i>Used to move around the screen.</i>
<b>End</b>	End of Field	<i>Skips to end of field.</i>
<b>Ctrl W</b>	Toggle Insert Mode	<i>Pressing "Ctrl-W" alternately turns the Insert Mode On/Off. This allows the user to insert information in to a field with "On" and overwrite the current contents of a field when set to "Off".</i>
<b>F9</b>	Varies	<i>Special function key. If there are any special functions available when updating a record, they will be activated when this option is selected, otherwise tabs within a field.</i>

## Infoware Report Keys

<b>Home (on most keyboards), or g (lowercase)</b>	Top of Report	<i>Moves the displayed report back to the top of the first page.</i>
<b>End (on most keyboards), or G (uppercase)</b>	Bottom of Report	<i>Moves the displayed report to the bottom of the last page.</i>
<b>Page Up (on most keyboards), or b</b>	Previous Page	<i>Scrolls the displayed report back to the previous page.</i>
<b>Page Down (on most keyboards), or Space bar</b>	Next Page	<i>Scrolls the displayed report forward to the next page.</i>
<b>nk</b>	Previous lines	<i>“n” is the number of lines to be scrolled back so “2k” will scroll the report back 2 lines. If “k” is pressed by itself then the report will scroll back 1 line.</i>
<b>nj</b>	Next lines	<i>“n” is the number of lines to be scrolled forward so “2j” will scroll the report forward 2 lines. If “j” is pressed by itself then the report will scroll forward 1 line.</i>
<b>/&lt;required text&gt;</b>	Search	<p><i>Useful to search a report for specific reference, be it a Debtor Code, Creditor Code, Invoice Reference, etc. Press “/” then enter the string of characters to search for. The report will move the display to the first occurrence of the entered string.</i></p> <p><i>EXAMPLE: if trying to find the reference to invoice 51127 in a report, enter “/51127”.</i></p> <p><i>If searching for an amount, leave a space each side of numbers to ignore numbers containing this string.</i></p> <p><i>EXAMPLE: / 100.00 will find 100.00 but would not find 2100.00 (2100.00 would be found if entered /100.00).</i></p>

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