

F1 HELP

F2 CALENDAR

F3 CALCULATOR

F4 LOOKUP WINDOW (Drop down arrows)

1)type search term,or beginning of term,
in the field and press ENTER

2)asterisk (*)before search term = exact matches
asterisk(*) & space = all occurrences

F5 LOOKUP WINDOW

Black, blue down or red arrows

QUICK LIST

Blue or red arrows

F6 DRILL DOWN (Detail Window)

F7 FIELD PROPERTIES (Supervisor only)

Security & Customizing

F8 PICKLIST

Select multiple items

F9 RETRIEVES

1)Field with yellow bar -retrieves

first matching record for search term

2)Field with yellow bar -allows you to

PAGE UP and PAGE DOWN