

Income Office – Receipting Online Course

(Shortcut and Function Keys)

Description	Shortcut Key
Block Menu	Ctrl + B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	F6
Commit	Ctrl + S
Count Query	F12
Delete Record	Ctrl + Up
Display Error	Shift + Ctrl + E
Down	Down
Duplicate Field	Shift + F5
Duplicate Record	Shift + F6
Edit	Ctrl + E
Enter Query	F11
Execute Query	Ctrl + F11
Exit	F4
Help	Ctrl + H
Insert Record	Ctrl + Down
List of Values	Ctrl + L
List Tab Pages	F2
Next Block	Shift + Page Down
Next Field	Tab
Next Primary Key	Shift + F7
Next Record	Down
Next Set of Records	Shift + F8
Previous Block	Shift + Page Up
Previous Field	Shift + Tab
Previous Record	Up
Print	Ctrl + P
Return	Return
Scroll Down	Page Down
Scroll Up	Page Up
Show Keys	Ctrl + K
Up	Up
Update Record	Ctrl + U

Menus:

File Menu

Command	Description
New	Creates a new record in the active form
Open	Opens the detail screen for the selection
Save	Saves any pending changes in the active form
Save and Proceed	Saves any pending changes in the active form and advances to the next record
Next Step	Updates the workflow in the navigator by advancing to the next step in the process
Export	Exports information in your form to a browser
Place on Navigator	Creates an icon in the Documents tab of the Navigator which can be used to recall the active form
Log on as a Different User	Allows you to log on to as a different user
Switch Responsibility	Allows you to change the responsibility
Print	Prints your current window
Close Form	Closes all windows of the current form
Exit Oracle Applications	Quits Oracle Applications

Edit Menu

Command	Description
Undo Typing	Undoes any typing done in a field before the field is exited
Cut	Cut
Copy	Copy
Paste	Paste
Duplicate Record Above	Copies all values from the prior record
Duplicate Field Above	Copies all the values of the current field
Clear Record	Erases the record from the current field
Clear Block	Erases all records from the current block
Clear Form	Erases any pending changes
Delete	Deletes the current record from the database
Select All	Selects all records
Deselect All	Deselects all selected records except for the current record
Edit Field	Displays the Editor window for the current field
Preferences Change Password	Displays the Change Password dialogue box
Preferences Profiles	Displays the Profiles window

View Menu

Command	Description
Show Navigator	Displays the Navigator window
Zoom	Invokes custom defined zooms
Find...	Displays the Find window
Find All	Retrieves all records
Query by Example Enter	Opens 'Enter Query' mode to enter search criteria
Query by Example Run	Runs the query
Query by Example Cancel	Cancel the query
Query by Example Show Last Criteria	Recovers the search criteria used in the previous query
Query by Example Count Matching Records	Counts the number of records that would be retrieved if you ran the current query
Record First	Moves the cursor to the first record
Record Last	Moves the cursor to the last record
Translations	Displays the translations window
Attachments	Displays the attachments window
Summary/Detail	Switch between the summary and detail views of a combination block
Requests	Will bring up all your requests

Tools Menu

May contain up to 15 product-specific entries

Window Menu

Command	Description
Cascade	Displays any open windows in a 'cascaded' fashion
Tile Horizontally	Displays any open windows in a horizontally 'tiled' fashion
Tile Vertically	Displays any open windows in a vertically 'tiled' fashion
1 (Title of Open Window)	Displays a list of open windows titles in the order in which they are stacked

Help Menu

Command	Description
Window Help	Displays help for the current window
Oracle Applications Library	Displays a window that lists all available Help text
Keyboard Help	Displays the current mapping of specific functions and menu options
Record History	Displays information about who created and updated the current record

Appendix D – Toolbars

	New
	Find
	Show Navigator
	Save
	Next Step
	Switch Responsibility
	Print
	Close Form
	Cut
	Copy
	Paste
	Clear Record
	Delete
	Edit Field
	Zoom
	Translations
	Attachments
	Folder Tools
	Window Help

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Wildcard used in searching

Reference Glossary

Accessing Documentation

All of our Training Guides and Supplementary Material can be downloaded from the IT Services Training Team website at:

www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff