



Function Keys & Shortcuts

Revised October 2017

The following table is an alphabetical listing of common function keys and the actions they perform in many of the Maintenance Programs:

| Function | Key | Action |
|--------------------------|---------------------------------------|--|
| Add | F12 | When the [ADD] key is pressed, a screen with all field values blank appears. Information can then be entered. Use the [TAB] key to move from field to field. Once complete, press the [ACCEPT] key to add the information. |
| Delete | F13 (Shift + F3) | With the record to be deleted on the screen, press the [DELETE] key. As a safe guard, the system asks you to press [DELETE] a second time to confirm deletion. |
| Exit | F8 | Exits you from the program or program module. |
| Find | F11 | Move the cursor to the Find field at the top of the screen and enter the Social Security/ID number or name of the employee (using upper and/or lower case letters), then press the [FIND] key. That employee's record will be brought up on the screen. |
| Help | F7 | Provides on-line help about a specific field the cursor is placed on. The help further defines the field and often provides valid values for the field. A one line message may be displayed across the bottom of your screen or an information window may appear. No further action is necessary to clear the one line help message. The information window can be cleared by pressing the function key noted in the information window. |
| Lockmode | F17 (Shift + F7) | If you wish to repeat the same operation on a set of records, it is useful to "lock into" the operation by using the [LOCKMODE] key. Press the [LOCKMODE] key and then a function key such as [MODIFY].(Notice that the [LOCKMODE] key changes to the [EXIT LOCKMODE] key. After you modify a particular record, you are given the options of accepting the modification, not accepting the modification, or exiting the modify mode. If you press the [MODIFY] or [DO NOT MODIFY] key, the program will automatically step to the next record in the file remaining in "modify" mode. This will continue until you press the [EXIT MODIFY] key. At this point you can press the [EXIT LOCKMODE] key to unlock lockmode. Lockmode will also work for the Add and Delete modes. It is often used with the Toggle Tab feature described in this table. |
| Modify | F14 (Shift + F4) | Allows you to change data in any modifiable field on this screen. Press the [MODIFY] key and the modifiable fields will be highlighted on the screen. Use the [TAB] key to move from field to field. Press the [MODIFY] key to accept modifications. |
| Next | F10 | Advances you through a file one record at a time. For example, pressing the [NEXT] key in BIOSCN will advance you through the employees, one at a time starting at the current record and moving to the next either name or Social Security/ID number on file until the end of the file is reached. In DEDSCN, using the [NEXT] key will advance you through an employee's deductions until the next employee on file is reached. |
| Next and Previous Screen | S8; S7 (CTRL + F8); (CTRL + F7) | Some of the programs use more than one screen of information for a single record. In order to move from one screen to another for the same record press the [Next screen] or the [Previous screen] key. |
| Set Temporary Defaults | F18 (Shift + F8) | Temporary defaults may be established by pressing the [SET DEFAULTS] key. At this point an empty formatted screen will appear. Then enter preset values for various fields so that when a new record is created, these values will automatically be filled in. When the program is exited these defaults are removed. |



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| Switch | F20 (Shift + F10) | Press the [SWITCH] key and all other modules within the same program are displayed at the bottom of the screen. Press the desired function key and you will be switched to that module for the same employee you were on originally. |
| Toggle Tab | F19 (Shift + F9) | When adding or modifying records use the [Tab] or arrow keys to place the cursor on a particular field, then press the [TOGGLE TAB] key. Repeat this for those fields which are to be ignored. Notice that these fields are no longer highlighted on the screen. When the [Tab] key is pressed the cursor will skip over the "tabbed out" fields. These fields can be "tabbed back in" by using the arrow keys to set the cursor on the desired field and pressing the [TOGGLE TAB] key again. When used in conjunction with lockmode, you can quickly enter data into a selected set of fields on a large set of records. |
| Top | F6 | Takes you to the screen of the first (lowest) employee Social Security/ID number on file. |

The following table is an alphabetical listing of additional function keys and the actions they perform in ATDSCN:

| Function | Key | Action |
|----------------------|----------------------------|---|
| Mass add | S12 (CTRL + F12) | Allows posting of multiple consecutive days of absence or attendance in a single transaction. After pressing [Mass Add], two additional fields appear on the screen. In the Number of Days field, enter the number of days of a transaction type, category, and length to add. In the Include Weekends field, indicate whether weekends should be included in the calculation of days to be added. |
| Pfd. options | S14 (CTRL + Shift + F4) | Allows you to set preferred default options for the posting mode and the cursor position during add mode when processing data in ATDSCN. The selected options will remain in effect whenever ATDSCN is accessed in the future. |
| Posting mode | S6 (CTRL + F6) | This link between ATDSCN and UPDCAL_* allows you to enter attendance information and include the information in the payroll process in one step. Pay amounts posted to UPDCAL_* are calculated based on the attendance days entered and the pay rates on JOBSCN. A job number is required on ATDSCN entries when using this link. The posting mode will remain the default while you are in ATDSCN. |
| Show pay date/Sub ID | S13 (CTRL + Shift + F3) | Pressing the [Show Pay Date] key toggles off the Sub for ID field and toggles on the Pay Date field. Pressing the [Show Pay Date] again redisplay the Sub for ID field. |

The following table is an alphabetical listing of some keyboard shortcuts and the actions they perform in many of the Maintenance Programs of Reflections:

| Keyboard Shortcut | Action |
|-------------------|---|
| CTRL + A | Toggles between insert and overstrike mode. |
| CTRL + E | Moves the cursor to the end of the field. |
| CTRL + H | Moves the cursor to the previous field. |
| CTRL + J | Deletes the word to the right of the cursor. |
| CTRL + L | Changes to upper or lower case. |
| CTRL + U | Erases to the end of the field in which the cursor is placed. |
| CTRL + W | Refreshes screen. |
| TAB | Moves the cursor to the next field on the screen. |