

## SITS Menu Icons



| Group                       | Icon | Function        | Purpose  | Alternative Key(s) |
|-----------------------------|------|-----------------|--|--------------------|
| Global / Form level actions |      | Clear screen    | Clears the current screen. Any unsaved changes may be lost.      | F12                |
|                             |      | Retrieve        | Retrieves records based on the selection criteria entered.       | F5 or Control-R    |
|                             |      | Store / Save    | Stores a new or modified record.                                 | F6 or Control-S    |
|                             |      | Print           | Prints the current screen.                                       | F11 or Control-P   |
|                             |      | Message Buffer  | Access to the message buffer.                                    | F9 or Control-M    |
| Record level actions        |      | Add Record      | Used to add a new record, which once defined needs to be stored. | Control-N          |
|                             |      | First Record    | Go to the first record in the retrieved list.                    | Control-Page Up    |
|                             |      | Previous Record | Go to the previous record in the retrieved list.                 | Page Down          |
|                             |      | Next Record     | Go to the next record in the retrieved list.                     | Page Up            |
|                             |      | Last Record     | Go to the last record in the retrieved list.                     | Control-Page Down  |
| Field level actions         |      | Cut             | Cuts the selected piece of text to the paste buffer.             | Control-X          |
|                             |      | Copy            | Copies the selected piece of text.                               | Control-C          |
|                             |      | Paste           | Pastes a piece of text into the field.                           | Control-V          |
|                             |      | Clear Field     | Clears the current field.  | F7                 |
|                             |      | Zoom            | Zooms into a field.  | Control-Z          |
| Help                        |      | Help            | Access the help.   | F1 or Control-H    |

## Wildcard Characters (on number pad of keyboard)

Ctrl + 8 = .\* This is the any character wildcard (e.g. Student ID.\* when trying to retrieve a record in SCE or SCJ and don't have their SCJ number)

+> 010122 = Any date after 1<sup>st</sup> January 2022 etc

For more details:

- Select "Keyboard Help" via *Help* on the menu bar
- Select "SITS:Vision Manual" via *Help* on the menu bar for the on-line manual

## Function Keys

| Key | Function       |
|-----|----------------|
| F1  | Help           |
| F2  | Detail         |
| F3  | Accept         |
| F4  | Quit           |
| F5  | Retrieve       |
| F6  | Store          |
| F7  | Clear Field    |
| F8  | Previous Field |
| F9  | Message        |
| F10 | Menu           |
| F11 | Print          |
| F12 | Clear Screen   |