

## General Keyboard Orientation

### Function Keys used in Aimpaks Accounting Software

**F**unction keys are designed to provide additional assistance throughout the program. The functions of some of these keys are also described in this manual and on the help screens where appropriate. Keys not listed are not used. "Flex Key" and "DataFLEX" are copyrighted terms of the Data Access Corporation.

**On PC-compatibles, the keys listed below are used for the DataFlex function stated.**

F2	F3	F4	F5	F6	F7	F8	F9	F10
PREVIOUS FIELD	SUPERFIND	PRINT SCREEN	CALCULATE	DELETE RECORD	USER 1	USER 2	CLEAR SCREEN	SAVE RECORD

TAB	PAGE UP	PAGE DOWN	INSERT	DELETE	UP ARROW	DOWN ARROW	RIGHT ARROW	LEFT ARROW	BACK SPACE
FIND RECORD	PREVIOUS RECORD	NEXT RECORD	INSERT CHARACTER	DELETE CHARACTER	CURSOR UP	CURSOR DOWN	CURSOR RIGHT	CURSOR LEFT	BACKSPACE & ERASE

The *ESCAPE* (or *<EXIT>*) key has four functions in this program:

1. If you're on a menu, pressing *ESC* exits you out of APPAK and takes you back to the operating system level.
2. If you're on a screen, pressing *ESC* puts you on a menu.
3. Pressing *Esc* cancels you data entry without saving it to the system. This doesn't apply if you have pushed **F10** or ENTER at the end of each table entry.
4. If you've started up a report where APPAK asks you to fill in the operating questions for that report, pressing <ESC> cancels your request for the report so that you can start again.
5. If using *print to screen* or the printer started printing, pressing <ESC> will stop the report and APPAK will ask if you really want to stop the report.
6. If a report is running, pressing <ESC> can stop the report. APPAK will ask for verification that you really want to stop the report.

On any of the menus in APPAK, options in Lower case go to screens, while options in all UPPER case go to other menus with additional options. Selecting an option from a menu is a one-keystroke operation - simply press the number next to the option. Do not press <ENTER> after the number you select.

**Alt+ESC** – Pushing Alt and Esc keys together switches minimizes (turns into an icon) APPAK DOS Screen to windows without exiting APPAK program. This applies to Win 3.x and Win 95 version. To maximize APPAK, double click icon.

**Alt+ENTER** – Pushing Alt and Enter keys together resizes the APPAK Window Screen.

**ESC** – Exit or terminate the program, return to menu. If you are on a menu, this will log you off from DataFLEX.

**ENTER** – moves your cursor from one field to the next field and when you reached the last entry field pushing enter at the end of each table or screen will automatically save your data entry. But we recommend that you push F10 to save your work if you change a few entry.

**TAB** – (FIND RECORD) Once information is entered in a field, this key will display the record associated with that information. If that information does not exist, this key will display the record which would follow the information entered.

**F3** – (SUPERFIND) When on a menu, pressing this key accesses DataFLEX's QUERY program allowing you to extract information from the database in the form of ad-hoc reports. Instructions for using QUERY can be found in the section "Using the Query Feature" in the Cookbook of Operations.

**F4** – (Print) Under customer accounts, pressing F4 gives you a list of print menu to choose from.

**F5** - Calculate, standard function key used for simple mathematics e.g. addition, subtraction. Press to perform arithmetic. The cursor will move to the bottom of the screen where the operation can be performed. Addition and subtraction signs are standard (+,-). Use a \* to multiply and a / to divide. Examples: 3+5 5-1 6\*7 8/4. Once the problem has been written,

press <ENTER> to obtain the answer. The result will be displayed in the field where the cursor was located when the CALC key was pressed.

**F6** – (DELETE RECORD) REMOVES the displayed record from the file and its key from the key list.

This is intentional to avoid accidentally deleting a customer record from the system and because transactions and other system information is tied to the customer account (and these should also be deleted when the customer is deleted). If you have made an error on a customer's record, simply type over the mistake and press F10 (to save) or push **BACKSPACE** to clear the field.

To delete a Customer Master Record, three conditions must be met: the balance must be zero, there can be no entries made against the account, and the customer must be a cancelled customer. If you must delete an erroneous account which has been entered by mistake, set the status to cancelled. When End-of-Month is run, the account will be deleted.

If you access an old Transaction record by entering the Entry Number, you can DELETE the record by pressing the DELETE Key.

**CAUTION:** Be very careful with this operation. Once deleted, a Transaction record is completely GONE from the system. (The only way to recover is from the backup diskette or tape).

**Delete** - Allows deletion of a character from the text

**F7** and **F8** – (USER1 KEY and USER2 KEY) These two functions are active on some screens and accomplish different functions while on different screens. When active, a brief explanation of their function on that screen appears at the bottom of the screen. A complete description of the function for that screen appears in this manual with the description of the screen.

**F7** – under customer accounts, pressing F7 gives you Account Operation menu screen for dialing (D) your customer's phone number or to make notes (N) that will appear under the technicians route sheet when doing services.

**F9** - Clears all screen fields, but maintains the blank form. Information entered in windows will not be saved to the database. This is useful in preventing unwanted or incorrect information from being saved.

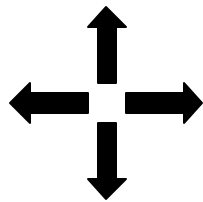
**INSERT** – (INSERT CHARACTER) - Allows insertion of a character into the text.

**PAGE DOWN** – (NEXT RECORD) - Displays the next sequential record for the window in which the cursor is located. This Flex key also allows paging within a multi-page record.

Page down is also used when you print a report through the screen before making a hardcopy. By pressing Page down, you can stop the screen printing and APPAK asks you to either press ESC to stop or any other key to continue.

**PAGE UP – (PREVIOUS FIELD)** - Moves the cursor to the previous field allowing For corrections. Some fields require an entry before you can return to the previous field. Simply enter a legal entry then press this function key.

**F10 – (SAVE RECORD)** - Stores the displayed information to the data base. Normally, you will press the <ENTER> Key after each field and the system will automatically SAVE the Record. However, if you change only some of the fields on a screen, you must use the F10 Key to save the changes.



**CURSOR PAD KEYS :**

**Up Arrow** - generally do the same thing as Page Up

**Down Arrow** – similarly will move you forward through the next field like using Page Down

**Right Arrow** and **Left Arrow** – moves your cursor one letter at a time left or right