

GUI 2.1 TIPS AND TRICKS

May 31, 2007

The SHIFT + F3 function that we used to have (the date/time/log in stamp) no longer functions in GUI 2.1. BUT the date /time/login stamp *is available in the edit pull down menu of screens that have a comment field*. When you are in the comments screen, go up to “edit” and click “date/time/log in stamp” (it’s the last item in the pull-down menu). Your info will automatically populate in.

“Hide Tree” Icon – looks like a rectangular box/form – to the left of the “?” icon; This will hide the main menu from behind whatever screen you are working in. Useful in SPRO and when you need to DELETE AN EQUIVALENCY in NCWS Because it makes the screen you are working in *wider* and you can see the up/down arrows at the far right.

“Using the DISC and DISCS icons vs. F9 + ENTER” – as I have outlined in the Cheat Sheet for you, there are times when it might be *better* to F9 + ENTER vs. clicking on the DISC or DISCS icons. Use F9 + ENTER after you have inputed an equivalency to move back just one page to see the “YES”.

“FINISH” – if you get into a loop with the “STUDENT LOOKUP” box, just click on “FINISH” to get back to the main menu.

The ‘PRINT SCREEN’ key on your keyboard will no longer work with GUI 2.1. You need to have a ‘PRINT KEY ACCESSORY’ installed - I’ve asked IT to install in when they put GUI 2.1 on your computers. **(If you are still practicing/working in BIG BROWN HOUSE GUI, you can just hit the PrintScrn key on your keyboard to print the screen.)**

DATATEL COLLEAGUE UI 1.5 SHORCUT INFORMATION			
Area	Function	Common Shortcut	Other Shortcuts
Menus	Open File Menu	Alt+F	
	Open Edit Menu	Alt+E	
	Open Apps Menu	Alt+A	
	Open Favorites Menu	Alt+V	
	Open Options Menu	Alt+O	
	Open Help Menu	Alt+H	
Main Actions	Save & Re-Enter Lookup	F10	Alt+F, S
	Save & Exit Screen	Shift+F9	
	Cancel & Re-Enter Lookup	Shift+F8	Alt+F, C
	Close / Finish (Saves)	F9	Alt+F, L
	Exit Application	Alt+F, X	X icon at top of screen
	Direct Access (jump to another mnemonic, while in a screen)	F8	
Screen Actions	Detail	F2	Alt+F, D Click Icon
	Insert Field	F3	
	Delete Field	F4	Ctrl+D Alt+F, F Alt+E, . D
	Delete Record	Shift+F10	Alt+F, R
Screen Navigation	Move To Next Field	Tab	F7
	Move To Previous Field	Shift+Tab	
	Move Forward One Row	Down Arrow	
	Move Back One Row	Up Arrow	
	Move Forward One Screen	Page Up	
	Move Backward One Screen	Page Down	
	Move To Beginning Of Current Field	Home	
	Move To End Of Current Field	End	
	Move To First Row Of "Window" (multi-valued field area)	Ctrl+Home	
	Move To Last Row Of "Window" (multi-valued field area)	Ctrl+End	
Help	Field Help	F1	Alt+H+F
	Process Help	Shift+F1	Alt+H+P
	Keyboard Shortcuts	Shift+F2	Alt+H+U