

Function Icons and Keys in OPTO

Keys	Action
<F1>	Help
<F2>	Lookup List of Available Codes
<F3>	
<F4>	Edit
<F5>	Read Current Record (Refresh)
Shift<F6>	Softkey Menu
<F7>	Delete
<F8>	Clear Window
<F9>	Save Current Record
<F10>	
<F11>	Initialise a Query Report
<F12>	Execute a Query by Report
<Ctrl-F>	Go to first record of the Query
<Ctrl-P>	Go to previous record of Query
<Ctrl-S>	Close current
<Ctrl-N>	Go to Next record in the Query
<Ctrl-I>	Go to Last record in the Query
Sort Query by selected fields – Ascending or Descending	
Run Ad-Hoc Report icon or <Ctrl+R> can then generate a required report on query criteria.	
Excel icon or <Ctrl+R> enables the user to export the data to a Microsoft Excel Spreadsheet.	
Word icon or <Ctrl+E> enables the user to export the data to a Microsoft Word Document.	