

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 1st 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