

Computer Tips

Control/Z – Will clear a cell or if all cells are clear it will return you to the previous screen.

Exit – when you wish to exit an application type in exit and it will take you to the main menu.

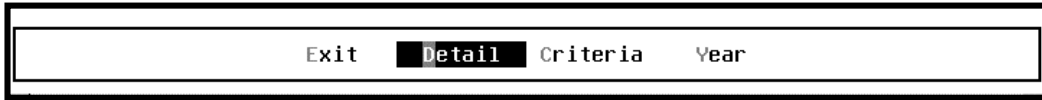
```
DATE: 30-Jul-98          ST. PAUL'S RCSSD #20          TIME: 02:55 PM
01 General Ledger Inquiry Browse
02 Print User Defined Report
03 G1 Account Inquiry
Module: EXIT Page 1 of 1
```

Type in Exit again and you will be logged out.

```
Date: 30-Jul-98  ADMINISTRATIVE AND PERSONNEL SERVICES MENU  Time: 03:04 PM
01 = BUDGET ACCOUNTING SYSTEM
02 = ACCOUNTS RECEIVABLE
03 = PURCHASING
04 = TENDERING
05 = PERSONNEL
06 = TEACHER PAYROLL
07 = SUPPORT PAYROLL
08 = SUBSTITUTE PAYROLL
09 = CASUAL PAYROLL
10 = QUEUE-MANAGEMENT
11 = VMSMAIL
12 = CAMPUS AMERICA
13 = STUDENT INQUIRY
14 = SPECIAL EDUCATION
15 = TUITION FEE SYSTEM
16 = PROJECTED ENROLLMENT SYSTEM
17 = CHANGE PASSWORD
18 = CAMPUS AMERICA - HIGH SCHOOLS
Module: [##] EXIT Page: 1 of 1
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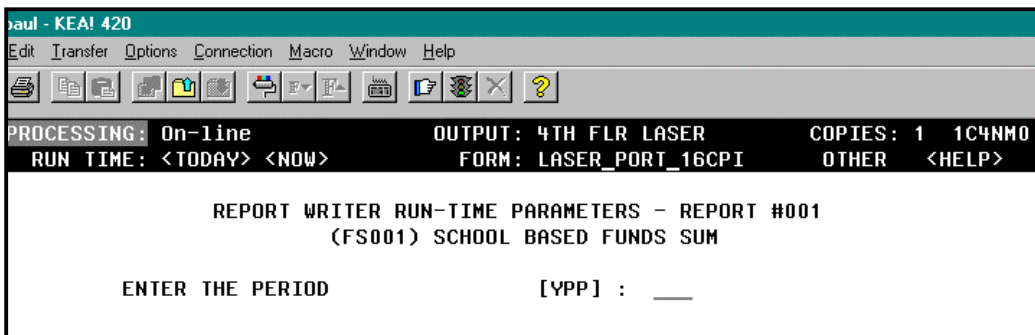
F10 key– allows you to exit an application without having to pass through every screen. Press the F10 key when you wish to exit a G/L Browse Inquiry or a Print User Defined Report and you will be returned to the main menu.

G/L Browse Inquiry – When performing a G/L Browse Inquiry you can use the arrow keys to highlight menu commands or you may press the first letter of the command. Eg. To access detail command you can highlight “Detail” and press enter or you can press the “D” key and achieve the same results.



Keyboards without Find or Home keys – If your keyboard lacks a Find or Home key, locate the Keypad on your Tool Bar and click on the “Find” key using your mouse.

Num Lock/Q – use when printing reports to change the output to another printer or to the computer screen. Press Num Lock/Q, this will highlight the first item on the menu which is “Processing”. Use the arrow keys to highlight “Output”.



Then press the Find key (if you are using a Mac computer) or the Home key (if you are using an IBM computer). This will allow you to access the printer menu where you can highlight your choice of output. In the example, we have selected the 4th Flr Laser.

