

# Training Guide

## Function Keys

Function keys can be used throughout prof.ITplus to enable the user to jump to other areas of the software. A list of function keys are detailed below:

- ✔ **F1 Key** - Pressing this key whilst in prof.ITplus software will bring up the on-line help menu.
- ✔ **F2 Key** - This key is used to enter the Search facilities.
- ✔ **F3 Key** - Will display the previous record. Cursor would need to be in Account Reference, Stock Code, Description, Order / Invoice number, Date field.
- ✔ **F4 Key** - This works in the same way as the F3 key, this time displaying the next record.
- ✔ **F5 Key** - The F5 key is used to go to the first record of the file depending where the cursor is positioned, i.e., Account Reference, Stock Code, Description, Order / Invoice number.

The **F5 key** is also used to go to the top of a report when printing to screen or the first line of a table when displaying to screen i.e. Reference Tables, Transaction Listings, Stock Listings etc.

- ✔ **F6 Key** - The F6 key is used to go to the last record of the file depending where the cursor is positioned, i.e. Account Reference, Stock Code, Description, Order / Invoice number.

The **F6 key** is also used to go to the end of a report when printing to screen, or the last line of a table when displaying to screen i.e. Reference Tables, Transaction Listings, Stock Listings etc.

- ✔ **F7 key** - Is used to switch between the search fields, i.e. in Sales Ledger Customer Details screen, toggles between Account Code and Search Name, in Sales Order Entry screen, toggles between Account Code and Search Name or Order Number and Customer Order Number etc.
- ✔ **F8 Key** - This key can be used to jump to other search fields e.g. Customer Part No, Supplier Part No etc when in the Stock Detail Lookup
- ✔ **F9 Key** - The F9 key is used to toggle between various displays, i.e. Stock Movements Screen if using Landed Costs, displays within Sales Ledger and Purchase Ledger Transactions.
- ✔ **F10 Key** - This key can be used to access the Sub Options Menu on the utility bar at the top of the screen.

- ✔ **F11 Key** - Pressing the F11 key will highlight the New OGL Session icon on the utility bar at the top of the screen if cursor is on a Menu.
- ✔
- ✔ **F12 Key** - Pressing the F12 key will bring up a screen showing the operator the Hotkeys he / she has set against their login.