

FIS Transaction Processing Keyboard Shortcuts

Certain keyboard shortcuts are available in TP instead of requiring the mouse for every action. The TP environment will not fully function without the use of a mouse, but these “hotkeys” will allow you to complement the mouse to make a more efficient use of your time.

The most obvious keyboard shortcuts are the ones similar to other Windows applications: those to activate the pull-down menus on the menu bar, located across the top of the screen. By holding down the “Alt” key (located immediately on the left side of the space bar) and one of the underlined characters on the menu bar simultaneously, you will pull that menu down into view (e.g. “Alt” + “e” will pull down the “Edit” menu). From this point, you can press one of the underlined characters associated with the commands on that menu (e.g. pressing “o” will activate the “Copy” command); or you can highlight the command by moving the arrow keys and then striking “Enter.” Both ways will activate the command you desire.

The following tables are divided into sections based on what function they serve.

Document Navigation: These keys allow the user to move through documents and their fields.

TAB	Move to the next field or button
Shift + TAB	Move to the previous field or button
ESC	Exit current form (use only if stuck)
Space	Same as clicking on highlighted button
Enter	Same as clicking on highlighted button
Keypad Enter	<i>On TP documents</i> , move to the next field <i>On other screens</i> , same as clicking on button
Ctrl + Shift + F6	Cycle through open screens in order
Shift + Ctrl + TAB	Cycle through open screens in order
Ctrl+F6	Cycle through open screens in reverse order

List Navigation: These keys operate on lists of data, like the document type list or a list of accounts.

Alt + Page Down	Move to next entry in list
Alt + Page Up	Move to previous entry in list
Shift + Alt + Page Down	Move one screen down in list
Shift + Alt + Page Up	Move one screen up in list
Ctrl + Alt + Page Down	Move to the last entry in list
Ctrl + Alt + Page Up	Move to the first entry in list

List Manipulation: These keys allow the user to edit a list of entries on a document, such as the “To” and “From” zones on a TP document.

Alt + Delete	Delete selected entry line
Alt + Insert	Insert entry line

Text Navigation: These keys only work within fields, not between fields. All of the following keystrokes combined with Shift will select text in the direction indicated.

Right Arrow	Next character
Left Arrow	Previous character
Ctrl + Right Arrow	Next word
Ctrl + Left Arrow	Previous word
End	End of line
Home	Beginning of line
Down Arrow	Next line
Up Arrow	Previous line
Ctrl + Down Arrow	Eight lines down
Ctrl + Up Arrow	Eight lines up
Page Down	Next Page
Page Up	Previous Page
Ctrl + Page Down	End of text
Ctrl + Page Up	Beginning of Text

Text Manipulation: These keys only work within fields, not between fields.

Ctrl + x	Cut to clipboard
Ctrl + c	Copy to clipboard
Ctrl + v	Paste
Shift + Delete	Cut to clipboard
Ctrl + Insert	Copy to clipboard
Shift + Insert	Paste
Ctrl + o	Toggle between insert/overstrike
Ctrl + Shift + Insert	Insert text from a file into current field
Ctrl + Shift + Delete	Remove text from current field into a file

Text Manipulation with mouse

Shift + Left Button Click	Extend selection
Shift + Right Button Click	Select all text

Wildcards/Profiles: These keys, primarily used in search screens, allow the user to search utilizing less than exact terms. For example, if you know an employee's name is Smith, but not the individual's first name, the search parameters would be "Smith,*" with *=Ctrl +8. The search would yield a list of all employees with the last name of Smith.

Ctrl + 8	Zero or more characters wildcard
F2 + * or F2 + 8	Zero or more characters wildcard
F2 + ? or F2 + /	Single character wildcard
Ctrl + 7	And (&) condition
F2 + 7 or F2 + &	And (&) condition
F2 + or F2 + \	Or () condition
F2 + < or F2 + ,	Less than (<) condition
F2 + > F2 + .	Greater than (>) condition
F2 + =	Equal to (=) condition
Ctrl + 1	Not equal to (!) condition
F2 + ! or F2 + 1	Not equal to (!) condition

F2 (Gold key) + : These keys are not pressed simultaneously, but in sequential order (e.g. press F2, release it, then press "a").

a	Accept
d	Detail (same as double-click)
o	Toggle between insert/overstrike
p	Print
q	Cancel out of screen
z	Zoom
Ctrl + z	Quick zoom (full screen)

Function Keys: The function keys are the row of keys along the top of the keyboard

F1	Help
Shift+F1	Keyboard Shortcuts list
F2	Gold key
F3	Detail (same as double click)
F4	Activate menu bar
F6	Insert entry line
F7	Delete selected entry line
F8	Zoom
Shift+F8	Quick Zoom (full screen)
F9	Display Message Frame
F10	Toggle menu bar on/off
F11	Accept
F12	Print