

Professional Forms Toolbar Menu

The Professional Forms toolbar is a collection of icons representing commonly used commands. You can simply click on an icon to run a command. *Note: when an icon is grayed, the command is not available.*

ICON	NAME	PURPOSE
	New Record	Create a blank record when entering new data
	Find	Search for data in the system
	Show Navigator	Place Navigator on top of all the other Oracle forms
	Save	Save entered data
	Switch Responsibility	Switch between multiple responsibilities
	Print	Print screen shots <i>[Does not print reports]</i>
	Close Form	Quickly close open form
	Cut	Copy, cut, and paste data
	Copy	Copy a highlighted value
	Paste	Past a copied value
	Clear Record	Clear data from a form <i>[does not delete data]</i>
	Delete Record	Delete data from Oracle <i>[must save after deletion]</i>
	Edit Field	Read descriptions and other data that exceed the display width in the form
	Zoom	Jump directly to another open form
	Translations	Translate books or balances from default currency to a foreign currency
	Attachments	Attach text or external documents to a record
	Folder Tools	Open folder tools when creating/modifying folders
	Help	Open help documentation

Hot Keys

Users can also access the menu functions by using a keyboard shortcut, also called a "hot key". A hot key is a specific combination of keystrokes that performs the same function as the corresponding menu item in the table below. For example, you can access many commonly used functions such as "Run Query", "Save", or "Clear Record" by using the corresponding keyboard shortcuts listed in the table.

You can display a full list of the keyboard shortcuts that are available to you by pressing (Ctrl+K).

Function	Hot Key
Actions LOV	Shift+Ctrl+F8
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	F6
Commit	Ctrl+S
Count Query	F12
Delete Record	Ctrl+Up
Display Error	Shift+Ctrl+E
Down	Down
Duplicate Field	Shift+F5
Duplicate Record	Shift+F6
Edit	Ctrl+E
Enter Query	F11
Execute Query	Ctrl+F11
Exit	F4
Function 0	Shift+Ctrl+F10
Function 1	Shift+Ctrl+F1
Function 2	Shift+Ctrl+F2
Function 3	Shift+Ctrl+F3
Function 4	Shift+Ctrl+F4
Function 5	Shift+Ctrl+F5
Function 6	Shift+Ctrl+F6
Function 7	Shift+Ctrl+F7
Help	Ctrl+H
Insert Record	Ctrl+Down
List Of Values	Ctrl+L
List Tab Pages	F2
Previous Field	Shift+Tab
Previous Record	Up
Print	Shift+P



ORACLE NAVIGATION

QUICK REFERENCE GUIDE

Logging On

Connecting to Applications

Oracle ERP software is web-based technology which can be accessed through a standard web browser by launching the browser and entering the Oracle application URL provided by your system administrator into the browser's address field.

We recommend you save the URL as a browser favorite or as a desktop icon for easy access in the future.

Logging on to Oracle Applications

Once connected to the system, the page below will appear and you will be prompted to enter your user name and password.

1. Type the user name that has been assigned to you in the "User Name" field.
2. Enter your password in the "Password" field.
3. Click the Login button or press the Enter key.

Responsibility Navigator

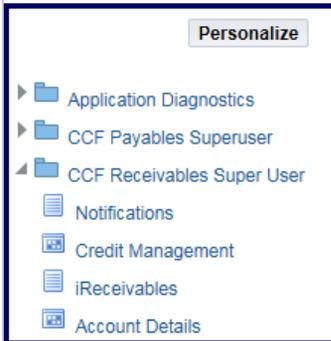
After logging into the system, you will see a list of "responsibilities" (see example below). A responsibility limits the functions you can perform and the data you can access within the Oracle applications. Users can be assigned one or more responsibilities, and several users can share the same responsibility.



Click on the appropriate responsibility to view its available forms.

Web Forms & Java Forms

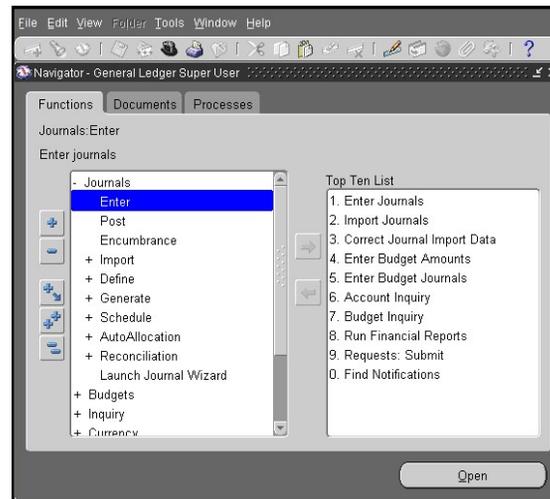
After a responsibility is selected, the forms that are available for that responsibility will be displayed



Please note that the forms come in 2 formats: "Web Forms" and "Professional Forms". The format in which a form is generated is not user selectable. Some forms are only available in web format while others are only available in the professional format.

Selecting a Web Form that is preceded by the icon on the left will open a new page in your browser window (see below).

Clicking on a Professional Form (which is preceded by the icon on the left) will launch the selected form in an Oracle Navigator Window.



Navigator Top 10 List:

- Use the Top Ten List to quickly navigate to favorites and frequently used forms. Please note that each list will be unique to a user and their responsibilities.
- To add a form to the list, select a frequently used form in the Function list, and click the right arrow button.
- To remove a form from the list, select the form, and click the left arrow button.

Professional Forms and Menus

After selecting a form in the Navigator window, it will open on your screen. The forms contain fields that can be used to enter, view, or edit information. Fields are color coded to indicate what is required or allowed:

- Yellow** — Data entry required [field must be filled]
- White** — Data entry allowed [filling out is optional]
- Blue** — Query-Enter mode
- Gray** — For display only [cannot enter text in field]

Here is a breakdown of the commands in the menu bar:



File: Open New Record, Save, Export Data, Log in as Different User, Switch Responsibility, Close Form, Exit.

Edit: Undo Typing, Cut, Copy, Paste, Duplicate Records and Fields, Select All, Deselect All, Edit Field, Preferences (Change Password, Profiles).

View: Display Navigator Window, Zoom to Other Forms, Find, Query, View Attachments, View Results.

Folder: Open New Folder, Maintain Existing Folders, Save Folder, Delete Folder.

Tools: The functions under the tools category will vary depending on the specific module being used.

Window: Cascade, Tile Horizontally, Tile Vertically
Help: Window Help, Keyboard Help, Record History.