

## Keypad Map

Object	Function Description	Keyboard Shortcut	Menu Sequence
<b>Form</b>			
	Clear Form/Rollback	Shift+F7	File / Rollback
<b>Block</b>			
	Next Block	PageDown	Block / Next
	Previous Block	PageUp	Block / Previous
	Clear Block	Ctrl+g	Block / Clear
<b>Record</b>			
	Clear Record	Shift+F3	Record / Clear
	Create Record	F3	Record / Insert
	Delete Record	Shift+F6	Record / Remove
	Next Record	Down Arrow or Shift+Down	Record / Next
	Previous Record	Up Arrow or Shift+Up	Record / Previous
	Duplicate Record	Ctrl+F3	Record / Duplicate
	Next Set of Records (Scroll Down)	Ctrl+PageDown	Record /Scroll Down
	Previous Set of Records (Scroll Up)	Ctrl+PageUp	Record /Scroll Up
<b>Item (Field)</b>			
	Clear Item	Shift+F11	Item / Clear
	Next Item	Enter or Tab	Item / Next
	Previous Item	F11 or Shift+Tab	Item / Previous
	Duplicate Item	Shift+F5	Item / Duplicate
<b>Query</b>			
	Cancel Query	F10 or Ctrl+g	Query / Cancel
	Enter Query	F7	Query / Enter
	Count Query Hits	F6	Query / Count Hits
	Execute Query	F8	Query / Execute
<b>Other</b>			
	Commit/Accept/Save	F12	File / Save
	Delete Backward	Backspace	
	Display Error	Shift+F2	Help / Display Error
	Exit	F10 or Ctrl+q	File / Exit
	Exit With Value/Next Key	Ctrl+F10	
	Help		Help / Online Help
	Move Left	Left Arrow	

	Move Right	Right Arrow	
	List Field Values (LOV)	F9	Help / List
	Print (the window)	Shift+F8	File / Print
	Show Keys	Ctrl+F1	Help / Show Keys
	Go To Another Form (Direct Access)	F5 (Used to toggle option off and on)	File / Direct Access
	Display Tab Menu	F2	Options
	Next Tab	Ctrl+Tab	
	Previous Tab	Ctrl+Shift+Tab	

**Need more help?** Please contact the [Help Desk by email](#) or by phone at **651-523.2220**