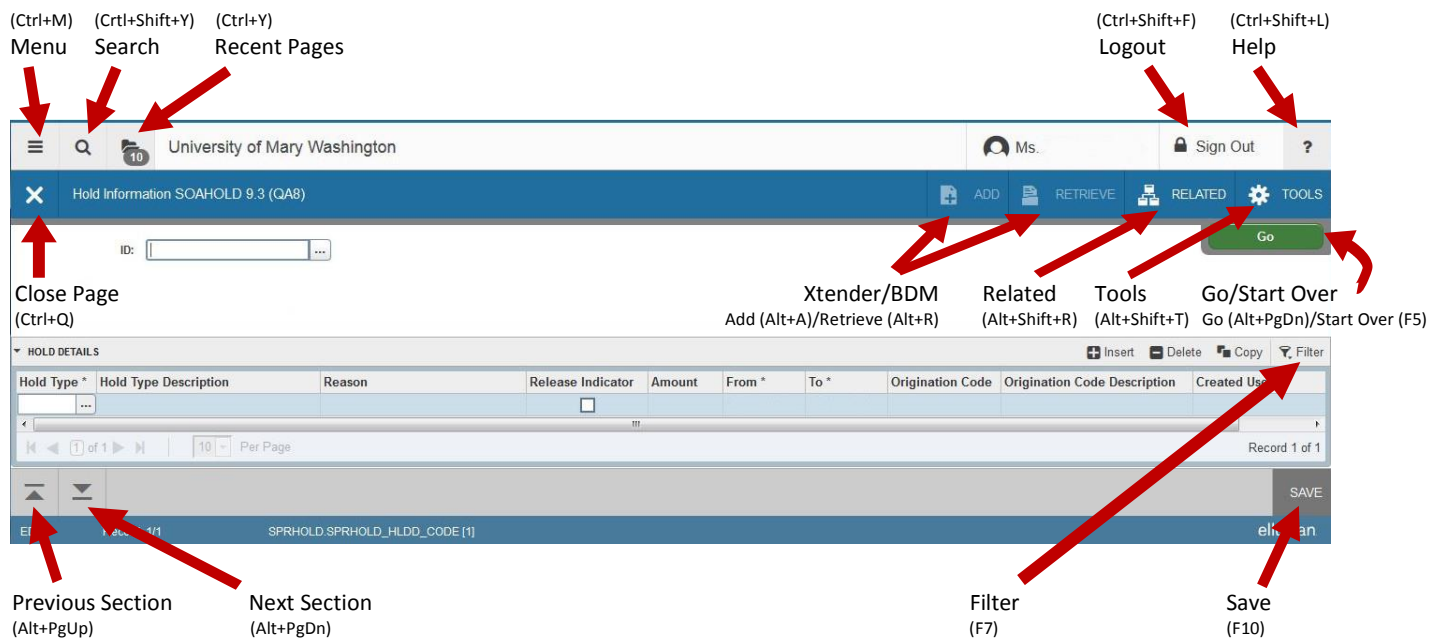


Quick Navigation Guide

Access Page: Search for the page using the search button (CTRL+SHIFT+Y) or navigate the menu (CTRL+M).

Search: Click on ellipses or arrow to the right of the field.

Dates: Entered in mmddyyyy format. To enter today's date type: T [TAB].



Function	Key Stroke	Icon	Tools Menu
Go / Next Section (was Next Block)	Alt+PgDn	Go / Next Section	
Save	F10	Save (bottom right)	
Start Over (was Rollback)	F5	Start Over (where Go is)	Tools > Actions > Refresh
Old "Options" / Additional Functions	Alt+Shift+T Alt+Shift+R	Under Tools (Gear) OR Related (Connection)	Tools > Options Related > Choose Page
Enter Filter (Search / Query)	F7	Filter	
Execute Filter (Search / Query)	F8	Go (bottom right of filters)	
Close	Ctrl+Q	X (top left)	
Previous Page	Ctrl+Y	Recent Pages / Folder	