



## Menu Options

<b>Clear Record</b>	Edit → Clear → Record
<b>Clear Window</b>	Edit → Clear Block
<b>Delete Record</b>	Edit → Delete
<b>Edit Field</b>	Edit → Edit Field
<b>Enter Query</b>	View → Query by Example → Enter
<b>Execute Query</b>	View → Query by Example → Run
<b>Navigator Window</b>	View → Show Navigator
<b>New Record</b>	File → New
<b>Print</b>	File → Print
<b>Save</b>	File → Save
<b>Summary / Detail View</b>	View → Summary/Detail
<b>Switch Responsibility</b>	File → Switch Responsibility
<b>Zoom to Custom Form</b>	View → Zoom



## Field Colors

- White** → Allows data entry
- White / Green Text** → Indicates drill-down capability
- Yellow** → Requires data entry
- Gray / Black Text** → Display only
- Gray / Dark Gray Text** → Not available
- Blue** → Indicates fields with Query Enter mode



## Hot Keys (Ctrl+k)

<b>F11</b>	Enter Query
<b>Ctrl + F11</b>	Execute Query
<b>F5</b>	Clear Field
<b>F6</b>	Clear Record
<b>F7</b>	Clear Block
<b>Ctrl + Up</b>	Delete Record
<b>Shift + F5</b>	Duplicate Field
<b>Shift + F6</b>	Duplicate Record
<b>Ctrl + E</b>	Edit
<b>F4</b>	Exit
<b>Ctrl + H</b>	Help
<b>Ctrl + L</b>	List of Values
<b>Ctrl + P</b>	Print
<b>Ctrl + S</b>	Save



## Toolbar Buttons

	New
	Find
	Show Navigator



## Toolbar Buttons

	Save
	Work Flow Next Step
	Switch Responsibility
	Print
	Close Form
	Cut
	Copy
	Paste
	Clear Record
	Delete Record
	Edit Field
	Zoom
	Attachments
	Folder Tools
	Oracle Window Help



## Navigator Window

- Expand one level
- Collapse one expanded level back to its original state
- Expand all levels within one selection
- Expand all levels within the Navigator window
- Collapse all levels within the Navigator window



## Folder Tools

- Open a folder
- Save a new folder
- Create a new folder
- Delete a folder
- Increase column width
- Decrease column width
- Show a hidden field
- Hide a field
- Move column to the left
- Move column to the right



## eBusiness Center Buttons

- Start Interaction
- Wrap Up
- Next Call
- Softphone
- Universal Work Queue
- Calendar Datebook
- Quick Menu
- At a Glance
- Change Role
- Rolling Purchase Lines
- View Notes
- Web Collaborate

# Oracle 11i Navigation Quick Reference Card