Shortcut/Button Definitions (Windows)

This section provides you with a more detailed description of each primary shortcut and the corresponding icon displayed on a Windows system. Due to the graphic requirements, non-Windows systems have more key-board equivelents and are identified via the pull down columns. All equivelent keyboard shortcuts are covered in the previous sections of this manual, "Menu columns - Windows" and "Menu Columns - Non-Windows" and are listed when the Menu bar is enabled.

NOTE - Create notations in the Contact Managmeent system for a customer or vendor via this shortcut. The Contact Management application must be installed. The button only displays when the shortcut is enabled.

ABBREVIATIONS – A shortcut listing standard, customized abbreviations used throughout DTE for all companies. There is no maintenance routine, this list is customized for each DTE distribution, if needed. Standard abbreviations are primarily for Inventory and Sales Order applications but can be used for any abbreviations. See the "Editing Abbreviations list" chapter in this manual for detailed instrutions for editing this list.

EXIT - This shortcut exits the current window, Repeat the Exit shortcut as many times as previous open windows until you exit to either the application menu, the main DTE menu, or Down To Earth completely.

HELP - Displays an onscreen help message explaining the type of data the system expects, if the field is alphabetic (characters) or numeric (digits), how many characters/digits are allowed or required, and optional field values with a brief description of each.

ABOUT - This shortcut displays the details regarding your version of Down To Earth software, when the source initially compiled and linked, and the version of DBL and Toolkit that was used.

SWITCH COMPANY - Only allowed if defined within the System Manager. This shortcut acts as if you have logged out of Down To Earth and logged into another company. As with all companies, security may prohibit access.

GO - When all criteria for processing is complete, use this shortcut to execute the process. This is commonly required after entering criteria for reporting or inquiry and with periodic processing such as purging data. The Windows button only displays when the shortcut is enabled.

FIRST RECORD - The "First record" shortcut displays the first record in the data file for the current window. This is commonly used when locating existing master or transaction records for editing purposes.

PREVIOUS RECORD - Displays the previous record in the data file from the currenly

displayed window.

NEXT RECORD - Displays the next record in the data file from the currenly displayed window.

LAST RECORD - The "Last record" shortcut displays the first record in the data file for the current window.   This is commonly used when locating existing master or transaction records for editing purposes.

LOCATE RECORD / FIND - Depending upon what window you are searching from, the "Locate record" or "Find" shortcut operates in several different ways. The "Locate record" shortcut (Binoculars), is used with master records such as chart of accounts, vendor, customer, and existing transactions. It offers options to search by name/description, the ID code itself, or in some cases, by various codes within that record type. With input fields such as terms, tax, territory, ship to, etc, use the "Find" shortcut (three periods **...**) and Down To Earth immediately displays a list of the valid codes for that field.

ADD - If enabled, displays data entry fields and places the cursor in the first field for entry of a new record.

EDIT - Select this shortcut to edit the currently displayed record. The cursor is positioned in the first input field.

UPDATE / OK - Use this shortcut to update the data file and write the record currently displayed. This is commonly used when adding a new record or changing an existing record -- make the change, press <Enter> to re-display the changed field, then use the "Update" shortcut.

CANCEL PROCESS- Formerly refered to as the ABORT function, the "Cancel process" disables control of the window you are currently in and does not write the record to the data file.. For Windows environments, click on this icon to return to the enabled button options for the same displayed record.

DELETE - Click on this button to delete the displayed record. The ability to delete a record or the option to display a confirmation of the delete process is determined by the security defined for your operator. If the record is successfully deleted, the message "Existing record deleted" is displayed at the bottom of the screen. (In previous Windows versions of Down To Earth, the Delete key was either labeled "Delete," "Remove," or the F10 key on the keyboard configuration.)