

Getting where you need to go

You can select an entry from a menu column as long as the column heading or menu selection is not disabled. Disabled selections display but are noted as a lighter shade and usually are skipped over by the cursor.



NOTE: If the Down To Earth security has disabled a menu column or selection, the menu will appear as enabled but when chosen, a warning message will display and not allow access.

Down To Earth provides several ways to make a menu selection:

Arrow keys



Quick-select character

General Ledger

Shortcuts



Keyboard Keys



Buttons (Windows Only)

Left click on the mouse



(Windows only)

Arrow keys: Use the left, right, up, and down arrow keys to move the cursor to the desired menu column or menu selection.

Quick-select character: Usually the first character of the selection and indicated with either an underline or reverse video display. Type the letter of the selection you want. If more than one menu entry has the same first letter, type the letter again to move to the next menu entry beginning with that quick-select character. Repeat as many times as necessary to move the cursor to the correct selection.

Shortcuts: A shortcut is a key, Windows button, or key sequence that is directly associated with a Down To Earth function. You can press an assigned shortcut and immediately execute the desired function or access the menu bar for a list of available shortcuts and key sequences allowed.

Shortcuts let experienced users bypass the menu by simply pressing the appropriate key, while novice users can browse through the menu using arrow keys and quick-select characters to see what options are available.



NOTE: The shortcuts can be different for each type of terminal, terminal emulation, or system. To view the shortcuts for your particular system, pull down any of the General, Input, Records, Entries, and/or View menu columns. The shortcuts are listed to the right side of each function within the column.

Exiting an input window : The “Exit” shortcut, also defined with the **Esc** key, takes you out of the current input window. Continue to use this same shortcut to back out of as many windows as necessary.



NOTE: If the record has not already been written to the data file, the record is not saved with this function.

- ✓ If you are positioned at the first field of the first in a window series, you will return to the application menu. For example, the Accounts Payable invoice entry consists of two windows, header and distribution. Using “Exit” from the Vendor ID field (the first field of the first window) returns you to the Accounts Payable Maintenance menu column.
- ✓ If you are positioned at the first field of the second of two windows, you will return to the first window, ready for additional input. Then “Exit” again to return to the application window. For example, once you have completed the Accounts Payable distribution for a given invoice, use “Exit window” to return to the **Vendor ID** field and continue entry for another invoice.
- ✓ If you are positioned at the first field of a window in a multiple transaction window series, you will advance to the next window in the series. For example, the Payroll transaction entry has a total of three input windows. By using “Exit” on the second window, the third window in the series displays for input.

Exiting Down To Earth: To exit Down To Earth and return to the system command prompt, use the “Exit” shortcut as many times as necessary to exit the software program.

Aborting input: Use the “Exit” shortcut before updating the data file (or the “Cancel process” shortcut) to abort the entry. Down To Earth does not retain any part of the aborted input unless you updated the data file prior to using the “Exit” shortcut.

Other than aborting window entry, there are two additional processes to use the Abort (Exit) function.

- ✓ When you use the “Find” or “Locate record” shortcuts but decide you don’t want to select any of the displayed items, you can “Exit” the selection window without entering any data.
- ✓ When displaying a report to screen and you are not to the end of the report but want to exit back to the menu column, use the “Exit” shortcut. The report being displayed is cancelled, and control is returned to the menu bar.