









HOW TO MOVE AROUND/USE ACCRIVIA

Screen Navigation

Standard Options	Details
	Navigator/Arrow buttons to move between records
	Add new record
	To save changes to record
	To delete a record. Can only be done where no other data exists for the record
	To abandon changes
	To Move a column in a grid – grab the title with the mouse, drag and drop to desired position
	Merge two records together. Any record with postings cannot be deleted. Where a duplicate entry has been set up in error, the records can be merged using this function. All transaction history will be transferred to the record you are merging with and the first record is deleted. ** This is a permanent function and cannot be undone.
	Changes the reference code for this entry. All historical references to this record will be updated with the new code.
<input checked="" type="checkbox"/> Redundant	Each form has the option to make a record redundant. The conditions and terminology around this function may vary between modules. A redundant record cannot be 'posted' to, but filtering options allow you to report on or view these records if required. *Not applicable to employees in the Payroll Module

Grid Keys	
Insert or Arrow Down ↓	Add a new line
CTRL + Del	Delete line
Arrow Up ↑	Save line
Arrow Down ↓	Save line AND add new line below
ESC	Clear changes in field
ESC x2	Clear all changes to line
CTRL →	Opens a sub line on line with a +
CTRL ←	Closes a sub line

Shortcut keys and Tips	
D	When in date field to insert today's date
+ or -	When in date field to adjust date
CTRL + D	When in memo field to insert current date & time
Tick Box	Space bar to add remove tick or double click on tick box.

Hold your mouse over each field to view a description in the 'hints' bar at the bottom of the screen

Where there is a need to Type "Yes' or 'No". The first letter is always in uppercase and the remaining letters are lower case.

By default if you type a part of a code into an entry field the system will jump to the next closest alpha-numeric match. Alternatively you can elect to have the system automatically open the search selection screen if the typed code does not have an exact match

Topic Location - ACCRIVIA FEATURES MANUAL