WORKING IN GRIDS

Grids are commonly used to list data within Accrivia forms and represent the specific data for that feature. Grids can be recognised by their resemblance to an Excel form where each entery has it's own field with a Header line. All grids are modified as follows:

- To create a new line press the **[INSERT]** key, or arrow down from the last line,.
- To move to the next cell within a grid, press **[ENTER]**
- To undo current changes and revert to last saved version of a line press **[ESC]**
- To save your entry, move off the line.
- To delete a line from a grid press **[CTRL][DELETE]**
- To exit the grid and move cursor back to the Accrivia form press **[TAB]**.
- Double click in a comment or description fields to expand the field to its full size (not always available).
- Where the grid references data from another area of Accrivia click in the field to access a drop list of options. If no drop list is available, double click in the field to access a selection screen.
- Where a grid is a selection screen (i.e. stock search or creditor selection), double clicking on the required entry will select it and move you into the next step of the process.
- Ctrl Payroll Timesheet Grid only – expand date/time entry
- Ctrl Payroll Timesheet Grid only – collapse date/time entry

Tab In Grids Function
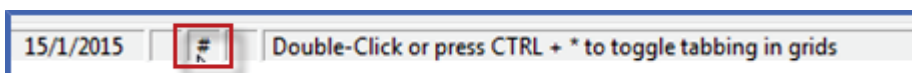
Check this option if you want to use the **[Tab]** key to move you between cells within a grid (normally the tab key will jump you out of any grid). When this option is selected a '#' will appear in a square at the bottom left of the screen, in all Accrivia windows.

You can select this option, or toggle the Tab key back to its original function by pressing **[Ctrl] [*]** or double clicking in this square.

Add Key/Tab Key Function

`15/1/2015   +  #   | Double-Click or press CTRL && + to toggle the + key on the number pad as a TAB key`
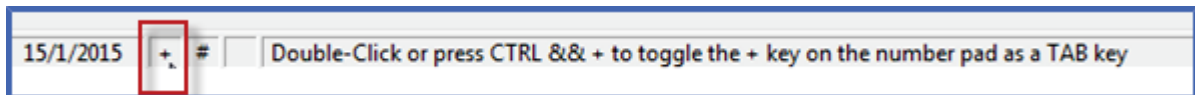
Check this option if you want to use the plus [+] key on the number pad as a Tab key. When this option is selected a '+' will appear in a square at the bottom of the screen, in all Accrivia windows. You can select this option, or toggle the plus key back to its original function by pressing **[Ctrl][+]** or double clicking in this square.

Topic Location - **ACCRIVIA FEATURES MANUAL**