








SITS Function Key Shortcuts (adapted from the SITS:Vision Online Manual)

The Keyboard Function keys (F1 to F12) provide access to many of the most common SITS functions. Some function keys functions can also be used with the Control (Ctrl), Alt or Shift Keys.

Key	Name	Purpose	Menu Bar Alternative	Keyboard Alternative	Icon
F1	Help	Displays the SITS Help window. For help with Keyboard Functions use Alt + F1.	Help -> Help	Ctrl + H	
F2	Detail	This varies from field to field. <ul style="list-style-type: none"> • date fields - it will generally display the calendar, to allow a date to be deleted. • validated code fields - it will display a list of valid field values to select from. This can often also be achieved by double clicking the left mouse button in the field. 		Ctrl + D	
F3	Accept	Exits from a program (screen), or zoom mode, or accepts a code from a selection list.	File -> Accept	Ctrl + A	
F4	Quit	Quit from a program (screen), zoom mode or a selection list without selecting a code.	File -> Quit	Ctrl + Q Ctrl + F4	
F5	Retrieve	Used to retrieve an existing record based on none, one or many selection criteria. It can also be used to re-retrieve or refresh records that are already retrieved.	File -> Retrieve	Ctrl + R	
F6	Store	Stores a new record or an existing record which has been modified.	File ->Store	Ctrl + S	
F7	Clear Field	Deletes the entry in the field.	Edit -> Clear Field		
F8	Previous Field	Makes the previous field active.		Shift + TAB	
F9	Message Buffer	Accesses the message buffer, which may contain error, warning or information messages, or reports generated by the system.	Misc -> Message	Ctrl + M	
F10	Menu	Activates the Windows Menu Bar. It is then possible to use the cursor to move between the menu bars and menu options.		Alt + F = File Alt + E = Edit Alt + M = Misc Alt + H = Help	
F11	Print	Print the current screen of data.	File -> Print	Ctrl + P	
F12	Clear Screen	Removes all the current details on the screen (it does not delete them). This command provides you with a blank screen for defining a new record or retrieve profile.	Misc -> Clear Screen	<Gold> / C (see below)	

Note: The <Gold> key is the plus (+) key on the numeric keypad and can be used in combination with other keys or letters. It works slightly differently from the Shift, Control or Alt modifier keys, in that it is pressed and released before the required key is pressed whereas Shift, Control and Alt keys are normally used at the same time as the character key.