

Standard Function Keys

Standard function keys are defined by the mainframe and perform the same function for every screen in STS.

Tab Key

- Pressing the **Tab** key to move to the following enterable field.

Shift + Tab Key

- Pressing the **Shift + Tab** key to move to the previous enterable field.

Enter

- Pressing the **Enter** key will allow the entered data to be saved. If the data was saved successfully, the system will display the message across the bottom of the screen ***I2002 – Processing Completed Successfully.***

```
I2002 - PROCESSING COMPLETED SUCCESSFULLY
```

Home Key

- Pressing the **Home** key will navigate you to your **Fastpath**.

```
RGR10M
```

```
Fastpath:*
```

```
REGISTRATION MAINTENANCE
```

```
CUSTOMER CHARGES SUMMARY
```

```
05/21/21
```

```
AVL -PROD
```

Arrow Keys

- Pressing the **Right and Left Arrow** keys only work within a field

Control (CTRL)

- The *return* key is replaced by pressing **CTRL** on the right side of the keyboard.

Screen Help: F1

- Pressing **F1** from any field displays a brief description of the field in which **F1** was initiated.

```
HELP000
```

```
ATS HELP FACILITY
```

```
05/21/21
```

```
THIS FIELD ALLOWS YOU TO ENTER AN OPTION FROM THE MENU.
```

Field Values (Tabled Codes): F2

- Pressing **F2** in most fields with an (*) displays a code table from which a value may be selected. To enter one of the options, type the number in the selection field and press **Enter**. The system will return the value to the original screen.

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CRG28M0                                GENERAL ROUTINES                                05/21/21
                                ACTIVE CODE LIST FOR 05-21-21

Selection: |                               Table: SHIPPER_TYPE_TBL

Nbr  Code      Description                               Eff Date  Exp Date
1)   GVT      GOVERNMENT                               03-29-93
2)   MIL      MILITARY                                 03-29-93
3)   NAG      NATIONAL GOVERNMENT                     02-03-95
4)   NAT      NATIONAL ACCOUNT                         03-29-93
5)   NTR      NATIONAL ACCOUNT-RETIREE                 03-29-93
6)   PVT      PRIVATE TRANSFEREE                       03-29-93
    
```

Previous Screen: F3

- Pressing **F3** returns the user to the previous screen.

More Messages: F4

- Pressing **F4** displays additional messages. There is room at the bottom of the screen for only one message line. If the system has more than one message to display, **More** will appear on the right side of the message line.

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W3064 - RECALC VALUATION; GO TO RGR36M FOR WGT INCR/DECR                                MORE
    
```

- When **F4** is pressed, all messages will display.

```

CRG04M0                                SCREEN ERROR LIST                                05/21/21

W3064 - RECALC VALUATION; GO TO RGR36M FOR WGT INCR/DECR
I2002 - PROCESSING COMPLETED SUCCESSFULLY
    
```

Previous/Next Record: F5/ F6

- Press **F5** and **F6** to scroll through multiple records. Certain screens may contain more than one record. In this case, the system may display a message.

I2019 - PRESS F5/F6 TO SCAN MULTI RECS FOR: ADDTNL SVC OCCRNCS

- To see the next record, use **F6**. The system will continue to display all available records. If **F6** is pressed and there are no more records to display, the system will display the message **I2004 - End of Data** to indicate the last record has been reached.

I2004 - END OF DATA

- To see the previous record, use **F5**. If **F5** is pressed and there are no more records to display, the system will display the message **I2005 - Beginning of Data** to indicate the first record has been reached.

I2005 - BEGINNING OF DATA

Page Up/Page Down (Scroll Up/Scroll Down): F7/ F8

- Pressing **F7** and **F8** views a listing page by page. Certain screens may contain more than one page. In this case, the system may display a message.

I2011 - PRESS F7/F8 TO VIEW ADDITIONAL DATA

- To see the next page, use **F8**. The system will continue to display all available pages. If **F8** is pressed and there are no more pages to display, the system will display the message **I2004 - End of Data** to indicate the last page has been reached.

I2004 - END OF DATA

- To see the previous page, use **F7**. If **F7** is pressed, there are no more pages to display. The system will display the message **I2005 - Beginning of Data** to indicate the first page has been reached.

I2005 - BEGINNING OF DATA

Refresh Screen: F10

- Pressing **F10** to clear some or all of the information displayed on the screen.

Screen Help: F13 (Shift+F1)

- Pressing **F13** on any screen displays the help screen.

```
HELP000                ATS HELP FACILITY                05/21/21

RGR10M      CUSTOMER CHARGES SUMMARY                1

CONTACT BUSINESS SYSTEMS SUPPORT AT (800) 999-5917, OPTION 2
FOR ADDITIONAL INFORMATION.

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F3 Exit   F7 Page Up   F8 Page Down

MORE . . .
NEOK-PRDWEB2
```

Main Menu: F15 (Shift+F3)

- Pressing **F15** navigates directly to the main menu screen, **MAIN000**.