
















Functions available via the Themis toolbar

Icon	Name	Use
	New Record	Inserts a new record to allow input of another data record
	Find	Activates the Find screen associated with the current form
	Navigator	Activate the navigator screen
	Save	Saves all changes since the last Save
	Switch Responsibility	Allows you to switch between your responsibilities
	Print	Prints the current screen
	Close Form	Closes all screens for the current form
	Cut	Cuts the current selection to the clipboard
	Copy	Copies the current selection into the clipboard
	Paste	Pastes from the clipboard in to the current field
	Clear Record	Clears the current record
	Delete	Deletes the current record
	Attachments	Opens the Attachments screen  indicates that an attachment already exists
	Folder Tools	Displays the Folder toolbar which you may use to customise the active summary screen

Themis keyboard short cuts and function keys

You may navigate through Themis screens (both Oracle forms and Themis Self Service) using keyboard shortcuts and function keys instead of your mouse.



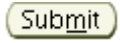
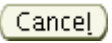
Function keys and hot keys

F4	F5	Shift+F5	F6	Shift+F6	F7	F8	F11	Ctrl+F11
Exit	Clear Field	Duplicate Field	Clear Record	Duplicate Record	Clear Block	Clear Form	Enter Query	Execute Query

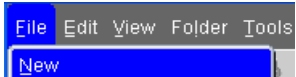
F12	Tab	Ctrl+↑	Ctrl+↓	Ctrl+E	Ctrl+K	Ctrl+L	Ctrl+P	Ctrl+S
Count Query	Next Field	Delete Record	Insert Record	Edit	Show Keys	List of Values	Print	Commit/ Save

Keyboard short cuts

Select any active button on a screen by pressing **Alt + underlined letter** (examples below)

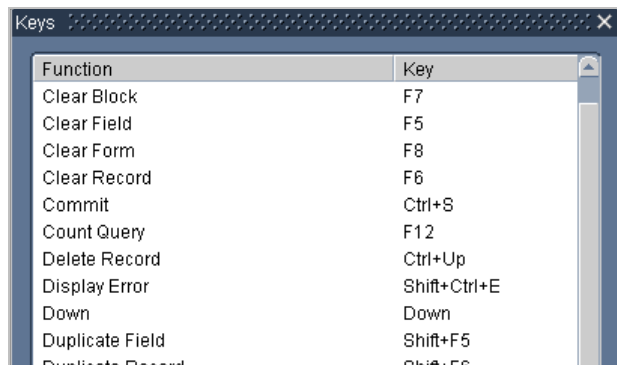
Button	Keyboard Shortcut	Button	Keyboard Shortcut
	Alt + N		Alt + O
	Alt + M		Alt + L

Select any active menu item on a screen by pressing **Alt + underlined letter sequence** (example below)

Menu item	Keyboard Shortcut
	Alt + F + N

View keyboard shortcuts

Press **Ctrl + K** in any screen within Themis forms to access keyboard help to view a list of the keyboard shortcuts and function keys available. Alternatively, select **Help > Keyboard Help** on the menu bar.

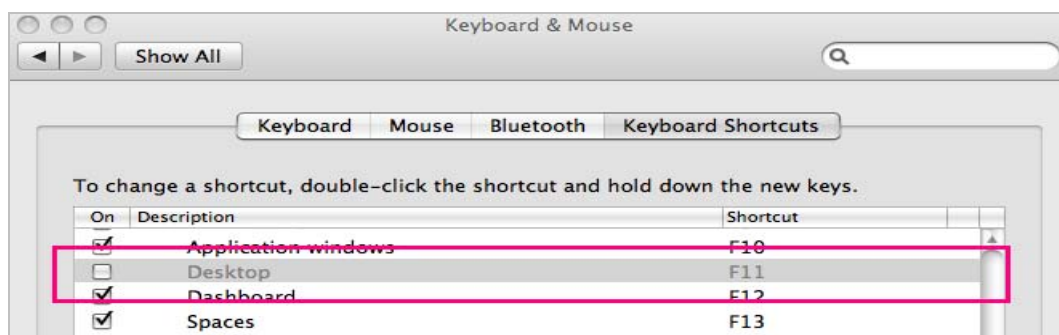


Function	Key
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	F6
Commit	Ctrl+S
Count Query	F12
Delete Record	Ctrl+Up
Display Error	Shift+Ctrl+E
Down	Down
Duplicate Field	Shift+F5
Duplicate Record	Shift+F6

Re-mapping the F11 key on a Mac

If you use a Mac computer you may wish to re-map your **F11** key to perform a query (rather than activate the Desktop).

- 1 Navigate to **Apple Menu > System Preferences**.
The System Preferences screen will display.
- 2 Click on the **Keyboard & Mouse** item in the **Hardware** section.
- 3 Click on **Keyboard Shortcuts** and scroll down to locate the F11 shortcut.



- 4 Un-tick the checkbox for the **Desktop- F11** shortcut then close the screen.