
























## 3.2 - Buttons and keyboard shortcuts





This chapter describes the buttons appearing in the various forms as well as the MS-Windows keyboard shortcuts which can also be used in moveon.










### 1 - Buttons

 <b>Close</b>	<p>This button is used to close the current window or form or, in the main menu, to exit from the software.</p>
 <b>Help</b>	<p>This button is used to access the online help. It is contextual, i.e. it is always directly relevant to the screen in which you are working and from which it is called. Clicking this button in the main menu opens the help index.</p>
 <b>About</b>	<p>This button opens a window containing general information about moveon and QS unisolution as well as information about the current user's computer (operating system, MS Office version, etc.).</p>
 <b>User profile</b>	<p>This button enables you to view your profile and change your password.</p>
 <b>Internet</b>	<p>This button opens the corresponding web page in your usual Internet browser.</p>
 <b>Add</b>	<p>This button is used to add a new item to the form you are using.</p>
 <b>Delete</b>	<p>This button allows you to delete the item displayed in the form you are using.</p>
 <b>Details</b>	<p>This button is used to access details of the item selected in a form or list.</p>
 <b>Edit</b>	<p>This button allows you to edit the selected item in the form you are using.</p>
 <b>Confirm</b>	<p>This button is used to confirm the data entered when adding or editing an item.</p>
 <b>Cancel</b>	<p>This button is used to cancel the data entered when adding or editing an item.</p>
 <b>Next</b>	<p>This button takes you to the next stage of a form.</p>
 <b>Previous</b>	<p>This button takes you to the previous stage of a form.</p>
 <b>Email</b>	<p>This button opens your usual email program with a new message window. The email addresses of the selected recipients are copied to the destination line of the new message.</p>

 <b>Document template</b>	This button is used to create a new document for the current item using a document template.
 <b>List</b>	This button is used to open a list or statistics.
 <b>Export to MS Excel</b>	This button allows you to export data to an MS Excel file.
 <b>Export to XML file</b>	This button allows you to export data to an XML file.
 <b>Export to TXT file</b>	This button allows you to export data to a TXT file.
 <b>Select all</b>	This button is used to select all the items in a list or to tick the checkbox for all the items displayed.
 <b>Deselect all</b>	This button is used to deselect all the items in a list or to untick the checkbox for all the items displayed.
 <b>Select a file</b>	This button allows you to browse through your directories to select a file.
 <b>Print</b>	This button allows you to print a summary of the contents of the form displayed on the screen.

## 2- Keyboard shortcuts

 + 	This combination copies the selected text to the clipboard (copy).
 + 	This combination deletes the selected text and copies it to the clipboard (cut).

 + 	This combination inserts the text from the clipboard at the cursor location (paste).
	This button is used to move from one field to the next in a form.
	This button is used to cancel an incorrect input in a field.
	This button is used to move to the previous item in a form.
	This button is used to move to the next item in a form.
	This button copies the screen to the clipboard.
+   	This combination copies the active window to the clipboard.