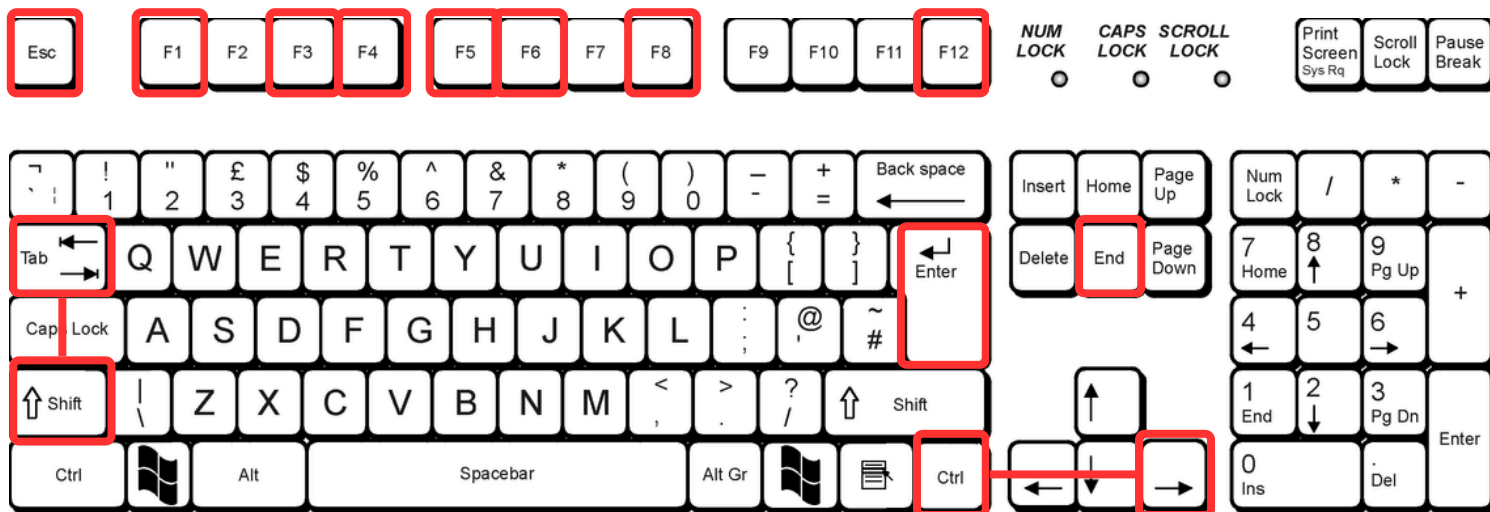


FLAIR uses your computer's keyboard for navigation, not a mouse. Use the following shortcut keys to help navigate within FLAIR.



### F1 –

Key used to show the options for that particular field; it serves as the 'help' function.

### F3 –

Key used to process the current screen and return to the Mini Menu.

### F4 –

Key used to process the current screen and return to the Main Menu.

### F5 –

Key used to refresh the current screen, clearing any newly inputted data.

### F6 –

Key used to return to the first record in your search criteria.

### F8 –

Key used to scroll down to the next page of information/records.

### F12 –

Key used to escape the current screen. *If pressed, information will not be saved.*

### END –

Key used to delete information in a single field. Note: If cursor is at the beginning of the field, all characters will be deleted. If cursor is in the middle or the end, only the characters at and past the cursor will be deleted.

### ENTER –

Key used to submit your request.

### ESC –

Key used to unfreeze your screen when the 'X' or 'X Not Here' appear.

### RIGHT + CTRL –

Key used to move your cursor vertically.

### SHIFT + TAB –

Keys used at the same time to move your cursor horizontally to the left or to the previous field.

### TAB –

Key used to move to the next field.