

## Menu Bar

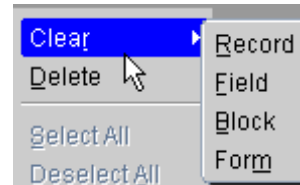
The Administrative Systems has a menu system similar to the one used in the Microsoft Office™ suite – File, Edit, View, Tools, Window, and Help. When you select one of the menu terms, a list of choices will be presented.

### Administrative Systems Menu Bar

File Edit View **Folder** Tools Window Help

When you select one of the menu terms, a list of choices will be presented.

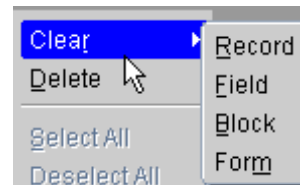
If a right arrow ► appears beside a menu choice, another menu list will appear when you click on it.



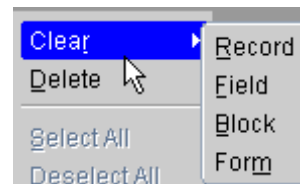
If three dots, called ellipses, appear beside a menu choice, another dialog box will appear when you click on it.

Switch Responsibility...

Menu choices that are grayed out, or dimmed, are not available. See “Folder” in the above menu bar.



Keyboard shortcuts are shown for most menu choices. The letter underlined in the word means that you can hold down the Shift key and tap the letter to perform the command instead of going through the menu. (Example: Form - Shift & m clears the current form.)



Descriptions for each of the menu choices are listed below.

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### File Menu

The File menu lets you perform several actions in the Administrative Systems Applications.



- **New**—Opens a new record in the active form.
- **Open**—Opens the detail screen for the current selection.
- **Save**—Saves any pending changes in the active form.
- **Save and Proceed**—Saves any pending changes in the active form and advances to the next record.
- **Next Step**—Updates the Process workflow in the Navigator by advancing to next step in the process.
- **Export**—Exports information in your current form to a browser.
- **Place on Navigator**—Creates an icon in the Documents tab of the Navigator which can be used to recall the active form and its current record.
- **Log on as a Different User**—Exits the application and displays the Oracle Applications Logon window.
- **Switch Responsibility**—Closes all active windows and displays the Responsibility window.
- **Print...**—Prints your current window. An application may override this action to instead allow printing of one or more specific reports.
- **Close Form**—Closes all windows of the current form.
- **Exit Oracle Applications**—Quits Oracle Applications.

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### Edit Menu

Use the Edit menu to edit your data in the Administrative Systems.

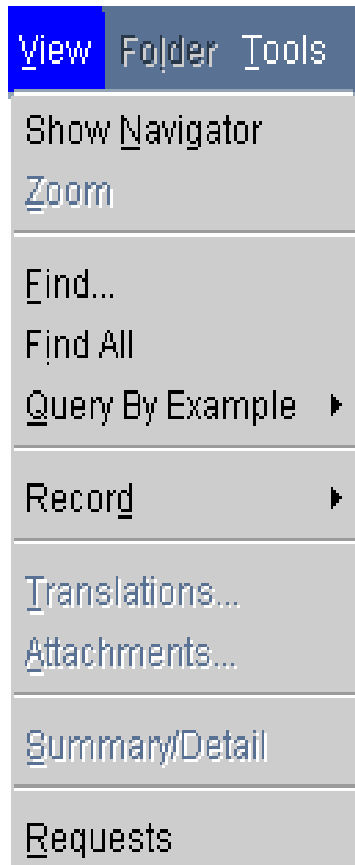


- **Undo Typing**—Returns the field to the value it had when it gained focus.
- **Cut**—Cuts the current selection to the clipboard.
- **Copy**—Copies the current selection to the clipboard.
- **Paste**—Pastes the contents of the clipboard into the current field.
- **Duplicate** ▶
  - **Duplicate Record Above**—Copies all values from the prior record to the current record.
  - **Duplicate Field Above**—Copies the value of the current field from the prior row.
- **Clear** ▶
  - **Record**—Erases the current record from the window.
  - **Field**—Clears the data from the current field.
  - **Block**—Erases all records from the current block.
  - **Form**—Erases any pending changes from the current form.
- **Delete**—Deletes the current record from the database.
- **Select All**—Selects all records (for blocks with multi-select).
- **Deselect All**—Deselects all selected records except for the current record (for blocks with multi-select).
- **Edit Field...**—Displays the Editor window for the current field.
- **Preferences** ▶
  - **Change Password**—Displays the Change Password dialog box.
  - **Profiles**—Displays the Profiles form.

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### The View Menu

The View menu provides the following options:

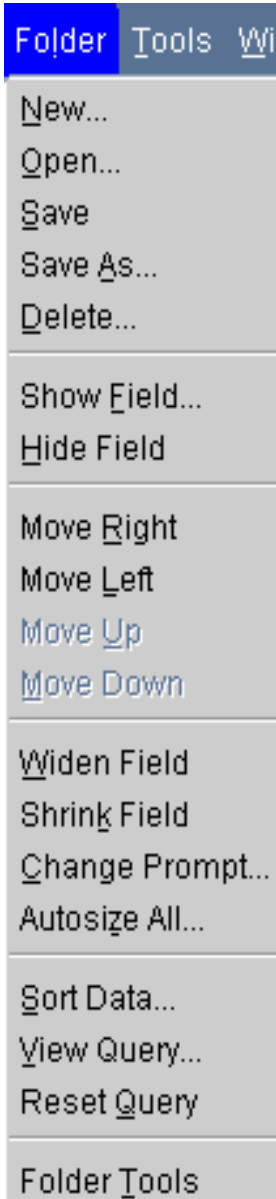


- **Show Navigator**—Displays the Navigator window.
- **Zoom**—Invokes custom defined zooms.
- **Find...**—Displays the Find window to retrieve records.
- **Find All**—Retrieves all records.
- **Query by Example** ►
  - **Enter**—Invokes 'Enter Query' mode to enter search criteria for a query-by-example.
  - **Run**—Executes the query-by-example.
  - **Cancel**—Cancels the query-by-example by exiting from 'Enter Query' mode.
  - **Show Last Criteria**—Recovers the search criteria used in the previous query-by-example.
  - **Count Matching Records**—Counts the number of records that would be retrieved if you ran the current query-by-example.
- **Record** ►
  - **First**—Moves the cursor to the first record.
  - **Last**—Moves the cursor to the last record.
- **Translations...**—Displays the Translations window.
- **Attachments...**—Displays the Attachments window.
- **Summary/Detail**—Switch between the summary and detail views of a combination block.
- **Requests**—Shows the Request form.

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### The Folder Menu

The Folder menu lets you customize the presentation of data in a folder. This feature is in limited use for some forms in the Administrative Systems.

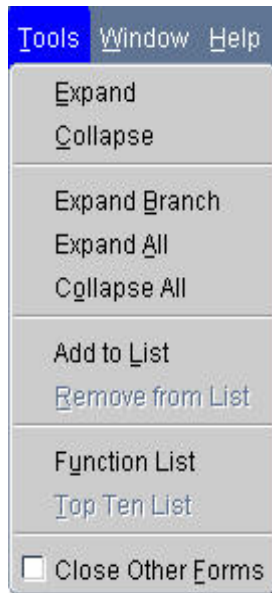


- **New...**—Creates a new folder definition.
- **Open...**—Opens an existing folder definition.
- **Save**—Saves changes to the current folder definition.
- **Save As...**—Saves current folder definition to a new name.
- **Delete...**—Deletes an existing folder definition.
- **Show Field...**—Displays a field that is currently hidden.
- **Hide Field**—Hides the current field.
- **Move Right**—Moves the current field to the right.
- **Move Left**—Moves the current field to the left.
- **Move Up**—Moves the current field up.
- **Move Down**—Moves the current field down.
- **Widen Field**—Increases the width of the current field.
- **Shrink Field**—Decreases the width of the current field.
- **Change Prompt**—Changes the prompt for the current field.
- **Autosize All...**—Adjusts all field widths to completely show their data.
- **Sort Data...**—Specifies sort order for the first three fields by ascending, descending and no ordering.
- **View Query...**—Displays the query criteria for the current folder definition.
- **Reset Query**—Erases the current query criteria.
- **Folder Tools**—Displays the folder tool palette.

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### The Tools Menu

The Tools menu provides the following options:



- **Expand**
- **Collapse**
- **Expand Branch**
- **Expand All**
- **Collapse All**
- **Add to List**
- **Remove from List**
- **Function List**
- **Top Ten List**
- **Close Other Forms**

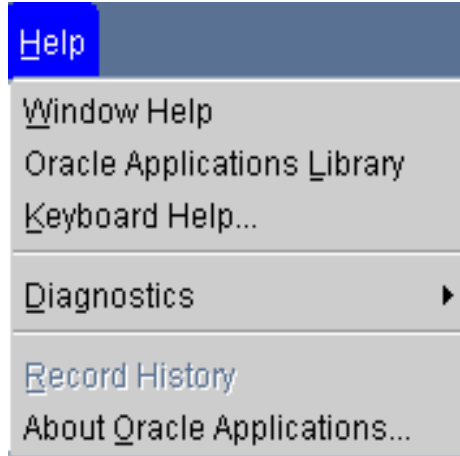
### The Window Menu



- **Cascade**—Displays any open windows in a "cascaded" or stair-stepped fashion.
- **Tile Horizontally**—Displays any open windows in a horizontally "tiled" (non-overlapping) fashion.
- **Tile Vertically**—Displays any open windows in a vertically "tiled" (non-overlapping) fashion.
- **Displays 1 (Title of Open Window)**—Displays a list of open windows titles in the order in which they are stacked.

## Menu Bar

### The Help Menu



- **Window Help**—Displays Help for the current window
- **Oracle Applications Library**—Displays a window that lists all available Oracle Applications Help text
- **Keyboard Help...**—Displays the current mapping of specific functions and menu options
- **Record History**—Displays information about who created and updated the current record.
- **About Oracle Applications**—Displays information about the current window and application.