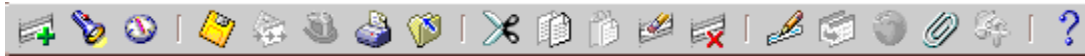













Toolbar

The Administrative Systems toolbar is a collection of icon buttons, where each button performs a specific action when you choose it. Each toolbar button replicates a commonly used menu bar item.

The toolbar icons may be enabled or disabled according to the current field, the form, and/or the application. Tool tips can be displayed for an enabled toolbar icon by holding the mouse over the button.



Toolbar Icons

	New	Creates a new record in the active form.
	Find	Opens the Find window to search for records.
	Show Navigator	Displays the Navigator window.
	Save	Saves any changes made to the current record.
	Next Step	Updates the Process workflow in the Navigator to next step.
	Switch Responsibility	Displays Responsibility window.
	Print	Prints the current screen, but some applications may print a report connected to the data.
	Close Form	Closes all the open windows in the current form.
	Cut	Cuts the selection and places it on the clipboard.
	Copy	Copies the selection and places it on the clipboard.
	Paste	Pastes the information from the clipboard that has been cut or copied.

Toolbar



Clear Record

Clears the current record from the window. This does not delete the record from the database, it clears the data you entered.

NOTE: Sometimes the system “sees” data that is not there. Use the Clear Record icon or go to **Edit>Clear>Field** or **Block** or **Form** or **Record** to completely clear the data.



Delete

Warning: Deletes the current record from the database. This may be grayed out in some applications.



Edit Field

Opens the Editor window for the current field.



Zoom

Invokes custom defined zooms.



Translations

Displays the translations window.



Attachments

Opens the attachments window. If you have more than one attachment, the paper clip becomes a piece of paper.



Window Help

Note: Not in use at UAB. The Help option does not currently display help for the UAB forms. The icon displays Oracle help that probably will not be relevant.

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