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.