VTADS Keys

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VTADS Keys

Some of the most commonly used keys in VTADS:

F1- Will return you to the previous screen, close out of any windows within VTADS. When "pulling" in form codes or entities in new events, this will also bring the information "back and into" the event from the search list.

F2- Will open any event or option, open new lists or screens throughout VTADS

F3- Is used to search and when there are multiple records pulled on the screen, you can use **F3** to scroll through them and go "backwards"

F4- Is used to scroll forward through the same list of multiple records.

F7-"Clear to add" allows you to make a new entry

F8- allows you to switch between "Insert" mode and "Replace" mode when entering text

F9-Save or update any changes you make, also confirmation when deleting, modifying, or entering events

Shift + F2- This will delete everything

Shift + F4- The way to "zoom" or open a more detailed view when in tables

Ctrl + F3- "Clear to find" this will clear the entire screen so you can search by keywords/disputes. **F3** would be used to search here.

Ctrl + U-Allows you to "backspace" and return to a field you passed by

Ctrl + Backspace-Lets you actually backspace when entering in your password, username when logging in

Tags
F keys
Quick keys
VTADS