## 5.1 Tip Sheet: How do I move around on the screens?

❖ You can use the <Enter> key to move through the fields one by one on any QWDATA screen. You must include an entry for fields that are mandatory (highlighted).

❖ In addition to the <Enter> key, special keystroke combinations are available to save time during data entry.

**Cursor controls**

| Keystroke | Resulting Action |
|:---:|:---|
| ^D | (Ctrl-D) Skip to next block |
| # | Delete (clear) entry in field<br>[NOTE: used as null value indicator in data entry screens] |
| / | Move back one field |
| /x | Continue at item number x |
| /+x | Move forward (x) items, default x is 1 |
| /-x | Move back (x) items, default x is 1 |
| /@ | Continue at item with string @ in label |
| /p | Back up to previous page (screen) |
| /n | Advance to next page (screen) |
| /d | Delete current parameter |
| /a | Insert new parameter |
| /c | Cancel editing of current record – no changes are saved |
| /q | Skip remaining items – changes are saved |

❖ Type a ?/ to show the list above on the screen.

❖ All of these control options are not available on each screen within QWDATA. Available cursor controls are shown on the bottom of the screens within the program.