

The function keys (F keys) (top row of keyboard) provide quick access to functions or features common throughout Sage Master Builder.

KEY		Function
F1	HELP	Displays a help topic that is specific to the window in which you are operating.
F2	Calendar	Displays the Calendar .
F3	Calculator	Displays the Calculator .
F4	Search	Displays data from the selected field (drop-down arrow) in a Lookup window by entering a search term in the field. To display the first match found, type the search term (or beginning of term) in the field and press ENTER. Enter wildcards with an asterisk (*) before the search term for exact matches, or with an asterisk and space for all occurrences.
F5	Lookup	From within the selected field (black, blue down or red arrow) the F5 key will display data in a Lookup window (black arrow) or bring up the Quick List (blue or red arrows) for the data selected. If you have a starting point for your search, you can narrow down the search by typing your search in the text box and pressing the F5 key. To search for the first instance of a number, type your search in the text box and press the F5 key.
F6	Detail	Displays the detail window related to a selected record in your text box. An enabled detail button means that the text box has a related window to display. Press F6, or click the detail button.
F7	Field Properties	Displays the Field Properties dialog box, which allows you to set the individual setup and security properties for a text box, list, check box, or grid column, as well as set security for certain menu commands from the main menus. You can also customize the screen, set defaults in specific fields, and set system user prompts. The F7 key is only available if you are currently logged in as Supervisor .
F8	Picklist	Displays a Picklist window from a grid cell of a column that supports Picklist functionality, for example, the Part# and Assembly# columns. Important: If you press F8 on a criteria item that displays a Picklist check mark, such as in the 5-2-3 Compute Payroll window, no Picklist window is displayed. The F5 key, however, will display the Picklist window.
F9	Index	Retrieves the first matching record for a selected search term from an indexed field (with a yellow bar) and allows you to PAGE UP and PAGE DOWN through the records.
F12	Dashboard	Displays the Executive Dashboard .