

# HUDCAPS Navigation Guide

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HUDCAPS Navigation Guide

# HUDCAPS NAVIGATION GUIDE

## Section 1. Introduction

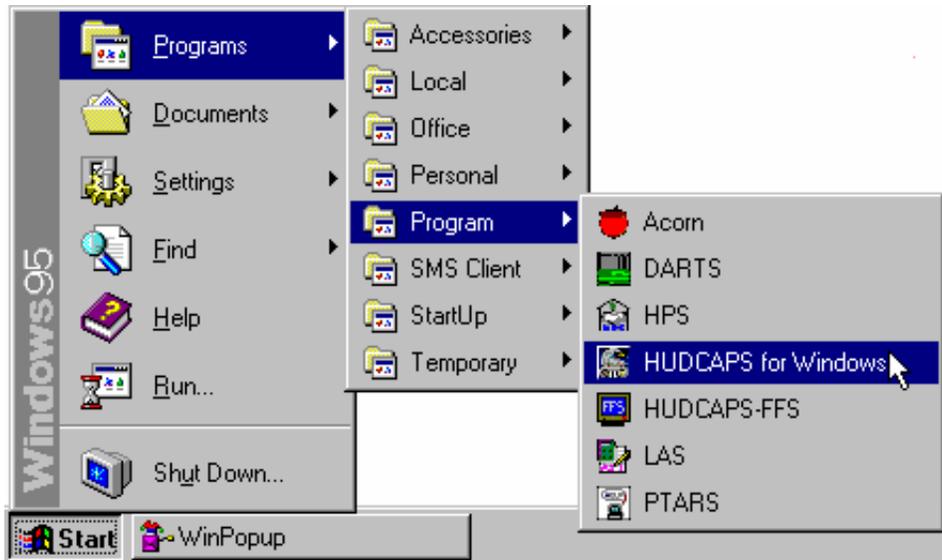
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- A. The HUDCAPS Navigation Guide is designed to assist you the user in accessing and using HUDCAPS. The instructions herein provides guidance on the usage of HUDCAPS in the Graphical User Interface (GUI) or Windows environment. To use this Guide, your computer must have HUDware II installed. If you are not sure if you have HUDware II, please refer to Section 2 of this document, which describes in part, the HUDware II desktop. If you don't have HUDware II on your computer, contact User Assistance at (202) 708-3300.
- B. In addition to the HUDCAPS Navigation Guide, the following guidance materials are available to assist you with documents processing and information gathering in HUDCAPS:
1. **HUD Budget and Accounting Handbook Policies and Procedures Handbook** - Prescribes budget execution and accounting policies and procedures applicable to all appropriations and funds of the Department.
  2. **Budget Execution Data Entry Guide** - Provides detailed instructions on entering budget execution documents into HUDCAPS, accessing query tables to ascertain fund availability and other financial information, and an Appendix with examples of populated documents.

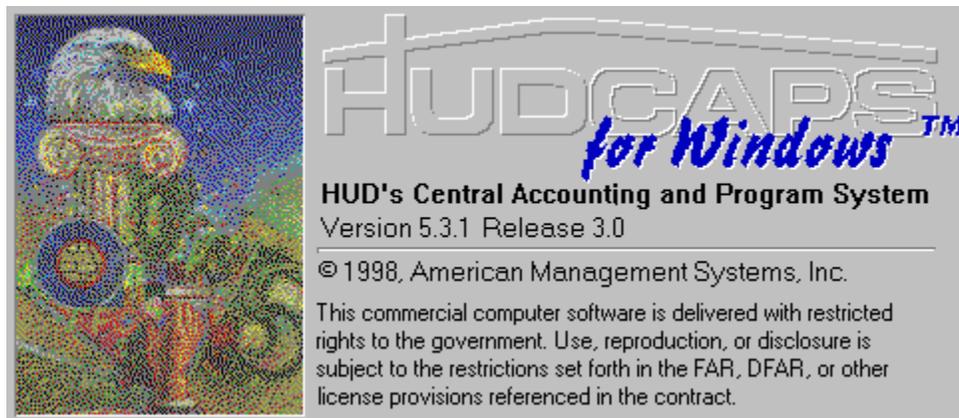
## Section 2. Signing on to HUDCAPS

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- A. The following steps will allow access HUD's Central Accounting and Program System (HUDCAPS):
1. In HUDware II, click the Start button and point to Programs. Then point to Program and then click HUDCAPS for Windows. Users may also setup a desktop shortcut icon that can be double clicked on to access HUDCAPS for Windows.



2. The HUDCAPS Welcome screen will appear.



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**NOTE** The version and release numbers may differ from the numbers in the picture above as releases will continue to occur after the printing of this manual. Disregard any difference in numbers between the picture above and your system.

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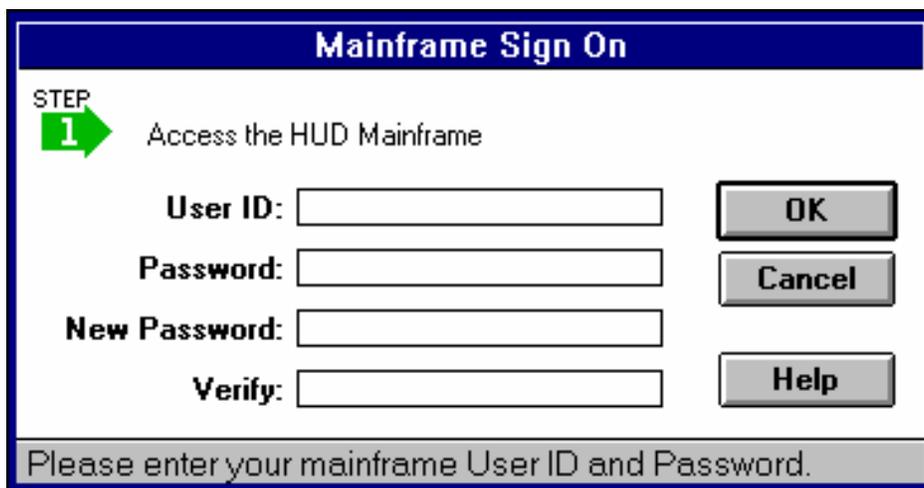
## 2. Signing on to HUDCAPS (continued).

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**NOTE** The **HUDCAPS Notice Screen** will appear if enacted by the HUDCAPS System Administrator. This screen is used to send messages pertaining to HUDCAPS that are relevant to users. To close click on the applicable box.

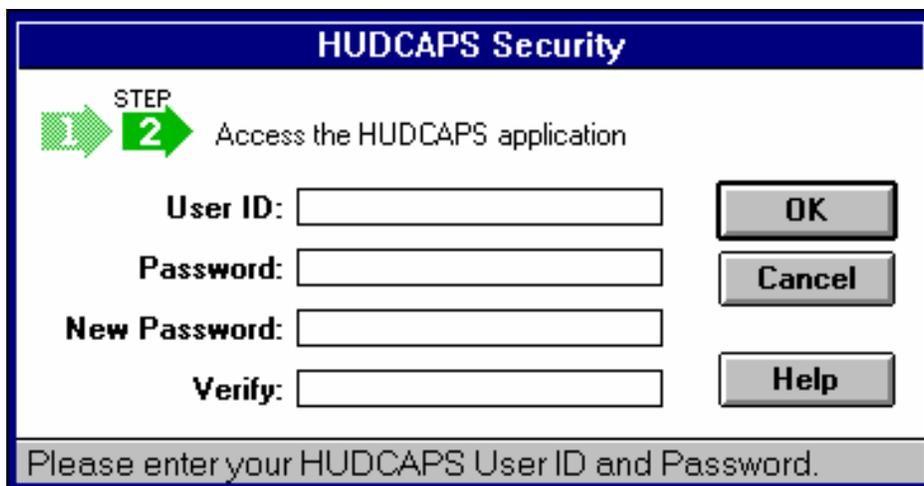
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3. Sign on to the Mainframe by entering your HUD User ID and Password in the Mainframe Sign On dialog box. Once you have completed this, choose the OK button or press Enter to continue.



The image shows a dialog box titled "Mainframe Sign On" with a blue header. It contains a "STEP 1" indicator with a green arrow pointing right. Below this, the text "Access the HUD Mainframe" is displayed. There are four input fields: "User ID:", "Password:", "New Password:", and "Verify:". To the right of these fields are three buttons: "OK", "Cancel", and "Help". At the bottom of the dialog box, there is a grey bar with the text "Please enter your mainframe User ID and Password."

4. When the HUDCAPS Security dialog box appears, enter your HUDCAPS User ID and Password. Then, choose the OK button or press Enter to complete the sign on procedure.



The image shows a dialog box titled "HUDCAPS Security" with a blue header. It contains a "STEP 2" indicator with a green arrow pointing right. Below this, the text "Access the HUDCAPS application" is displayed. There are four input fields: "User ID:", "Password:", "New Password:", and "Verify:". To the right of these fields are three buttons: "OK", "Cancel", and "Help". At the bottom of the dialog box, there is a grey bar with the text "Please enter your HUDCAPS User ID and Password."

### Section 3. Signing on to HUDCAPS for First Time Users

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A. To access HUDCAPS for the first time, a HUDCAPS Systems Security Access Form must be completed by the first time user and forwarded to the appropriate offices as indicated on the form. (Instructions for completion and submission provided on the form). Upon approval and establishment in HUDCAPS, you will be provided with a User Identification Number (H#####) and instructions for accessing HUDCAPS for the first time. If you need more information on this form, contact the appropriate individual in your office, or call 708-3300. For your use sign on instructions for first time users are provided below.

1. Click on **Start**, point to **Programs**, point to **Program**, and click on **HUDCAPS for Windows**.

- The HUDCAPS Welcome screen appears.
- The Mainframe Dialog Box appears.  
(Refer to Section 2 of this document for examples of these screens.)

2. In the User ID Field, enter your User ID (H#####)

3. In the Password Field, enter the last six digits of your social security number and Press Tab.

4. In the **New Password Field**, enter the **Password** of your choice (6-8 Characters), **Press Tab**.

5. In the **Verify Field**, enter the **same Password** , and select the OK button or press Enter.

(**Note:** The password entered and verified will be your password when signing on in the future. However, the Mainframe Sign On password will have to be changed every 21 days. HUDCAPS will prompt you when to make the change. Refer to Section 17 for instructions on how to change your password in 21 day intervals).

- After a few moments, the **HUDCAPS Security Dialog Box** appears. Your User ID will be pulled into this box from your Mainframe sign-on.

6. Tab to the Password Field and enter your User ID, Press Tab.

7. In the New Password Field enter new password (6-8 Characters), Press Tab.

8. In the Verify Field enter the same password.

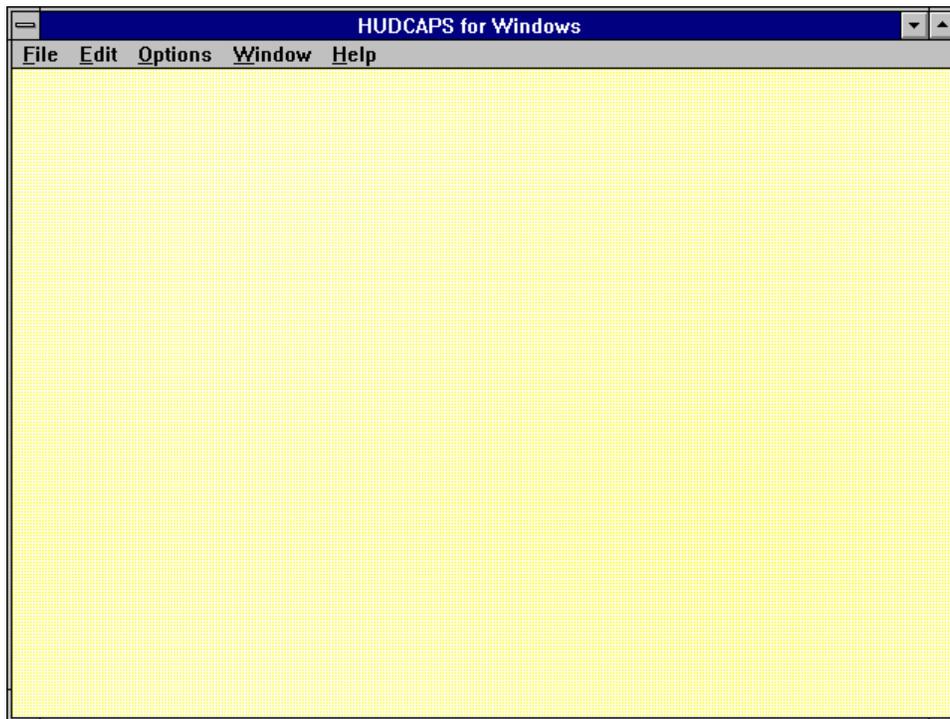
(**Note:** The same password used for your Mainframe sign-on can be used for the HUDCAPS Security dialog box sign-on, or it can be different. There is no requirement to change this password every 21 days).

9. Choose the OK button or press Enter.

## Section 4. Main Menu

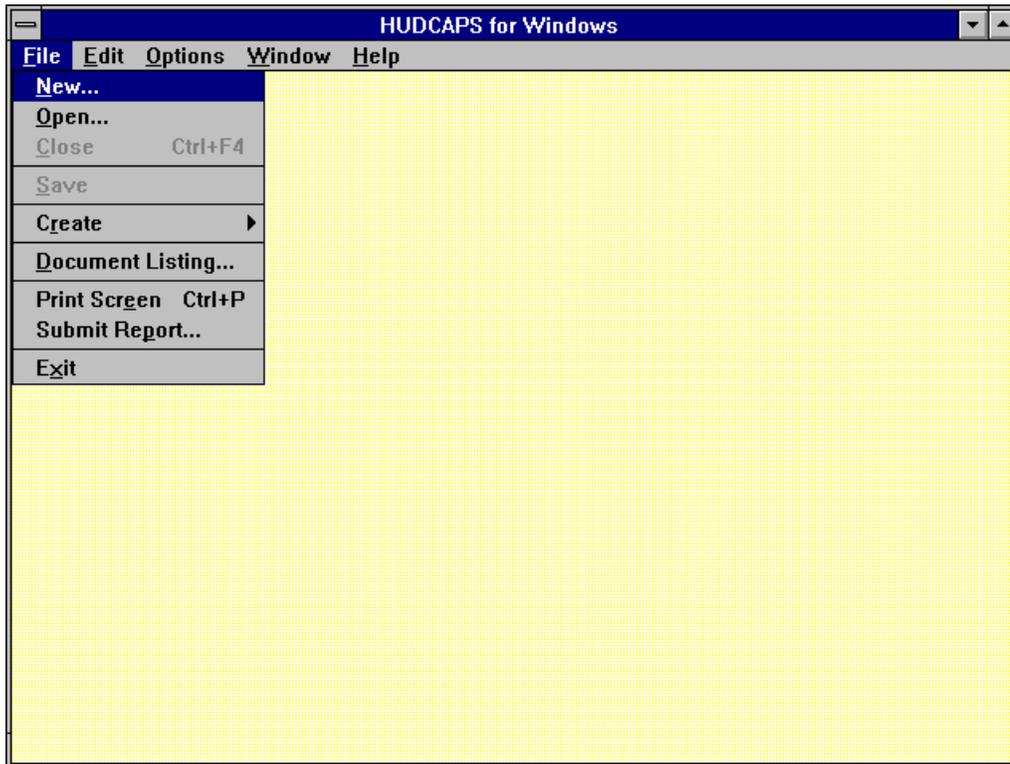
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- A. HUDCAPS uses a series of menus to simplify system navigation. These menus enable you to access tables and queries, enter data, and process documents. This section provides you with an overview of the Main menu and a listing of all the available drop-down menus.



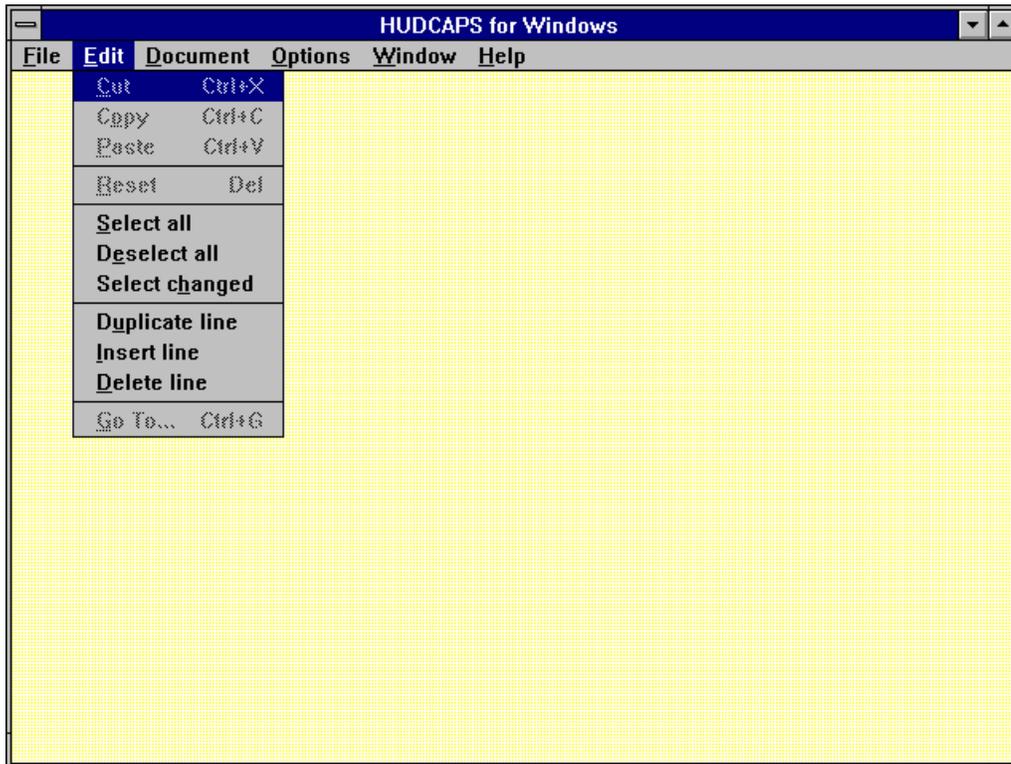
- B. The Main menu provides the following drop-down menus: File, Edit, Options, Window, and Help. Additionally, Batch and Document menus are added when processing documents and an Action menu is added for table related transactions. Users can access the drop-down menus by clicking once on the desired selection from the Main menu, or use your keyboard to press the shortcut keys indicated to perform the desired action. Once accessed, each menu provides several selections. ( These selections and their keyboard shortcuts are listed in the following section).

## Section 5. File Menu



| Menu Selection                             | Keyboard  | Description   |
|--|-----------|---|
| New/Open                                   | —         | Allows you to create a new document or open an existing document                |
| Close                                      | Ctrl + F4 | Closes the active document  |
| Save                                       | —         | Saves the active document   |
| Create: Funding Increment                  | —         | Creates new Funding Increment (for <b>Section 8 funds</b> only)                 |
| Create: Reservation                        | —         | Creates new Reservation (for <b>Section 8 funds</b> only)                       |
| Create: Contract                           | —         | Creates new Contract (for <b>Section 8 funds</b> only)                          |
| Create: Reservation/<br>Contract Amendment | —         | Creates new Reservation or Contract Amendment (for <b>Section 8 funds</b> only) |
| Document Listing...                        | —         | Opens the Document Listing  |
| Submit Reports                             | —         | Accesses the Report Listing   |
| Exit                                       | —         | Signs you off of HUDCAPS and returns you to HUDware II                          |

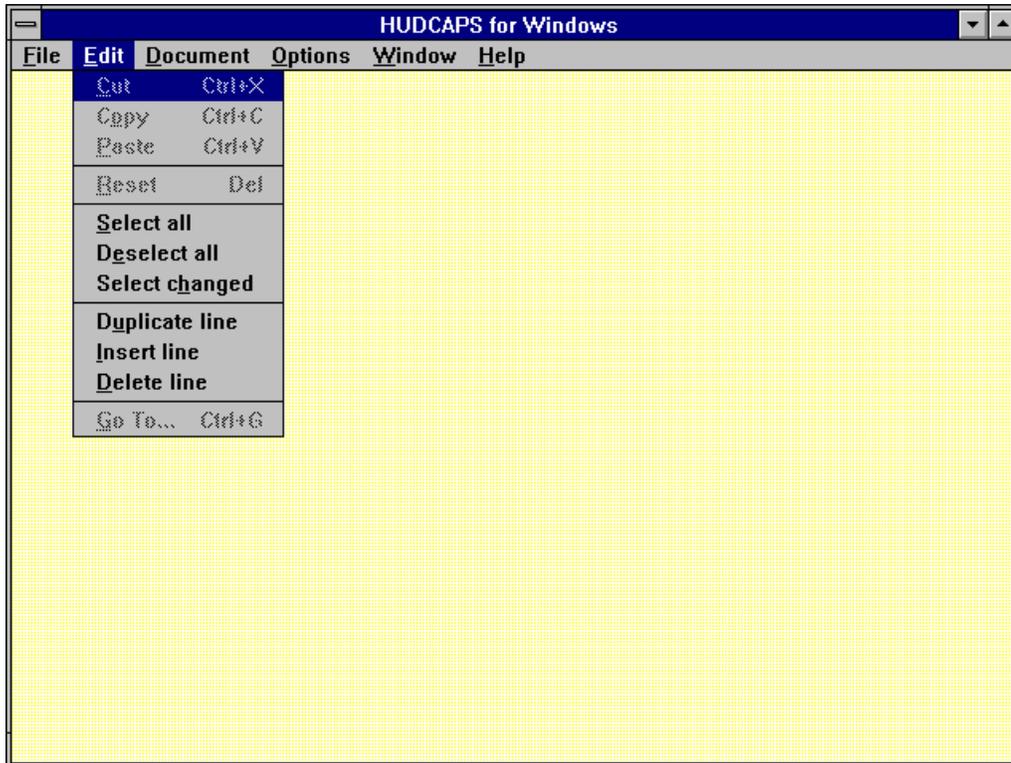
**Section 6. Edit Menu**



| Menu Selection | Keyboard | Description   |
|----------------|----------|---|
| Cut            | Ctrl + X | Copies the selected data to the clipboard and then deletes the data in the field  |
| Copy           | Ctrl + C | Copies the selected data to the clipboard without deleting the data from the field  |
| Paste          | Ctrl + V | Copies the data previously Cut or Copied onto the clipboard into the selected field. Paste will repeatedly enter the information until a new Cut or Copy is made. |
| Reset          | Del      | Resets radio buttons to their original state when the table was first opened  |
| Select all     | —        | Selects all lines on the current table or query. Select all can be used before an Add, Change, or Delete action   |
| Deselect all   | —        | Deselects all selected lines on the current table or query  |

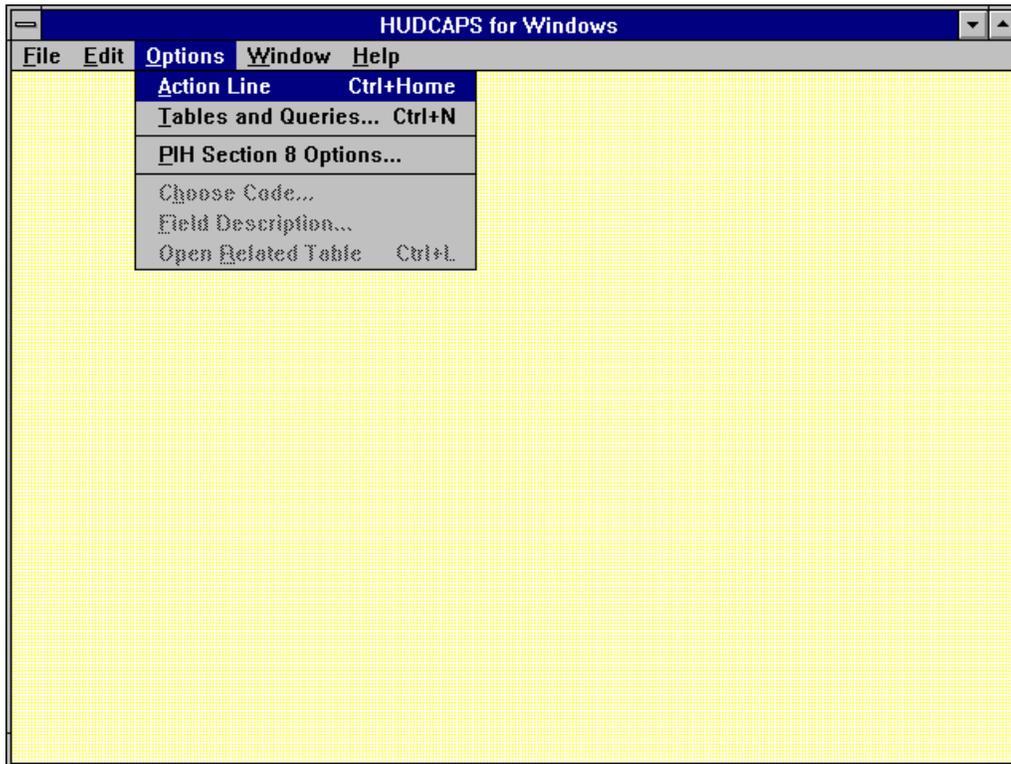
## Section 6. Edit Menu (continued)

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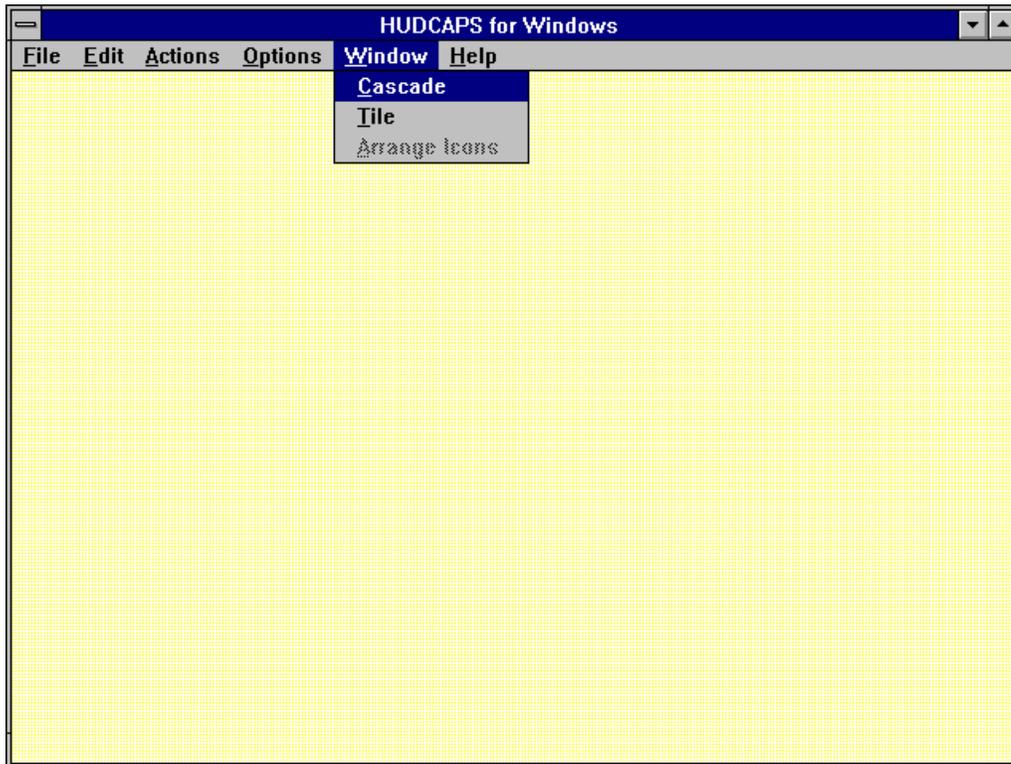
| Menu Selection | Keyboard | Description   |
|----------------|----------|---|
| Select changed | —        | Selects all lines that have been changed  |
| Duplicate line | Ctrl + D | Copies the selected line to a new line  |
| Insert line    | —        | Places an empty line above the line where the cursor is placed  |
| Delete line    | —        | Removes the selected line(s)  |
| Go To...       | Ctrl + G | On a document line window with multiple document lines, this command opens a dialog to allow the user to jump to a specific document line |

**Section 7. Options Menu**



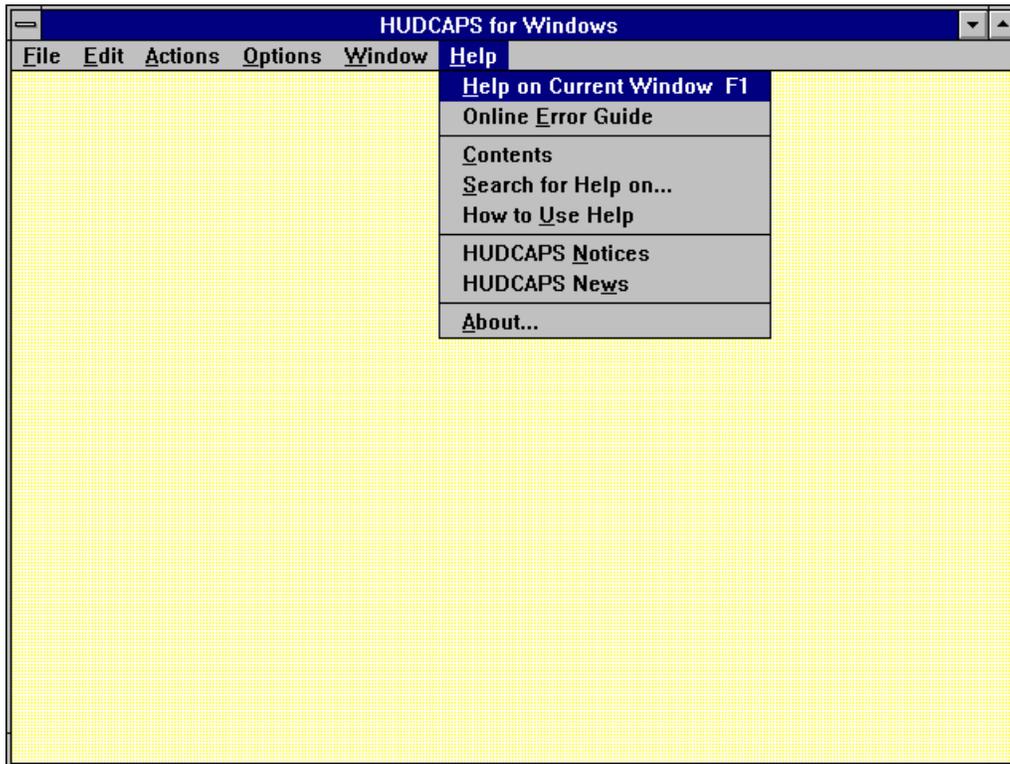
| Menu Selection        | Keyboard    | Description   |
|-----------------------|-------------|---|
| Action Line           | Ctrl + Home | Activates the Expert Action line  |
| Tables and Queries    | Ctrl + N    | Opens the Table/Query Listing window. This window is used to allow users to choose a specific table or query from a list                            |
| PIH Section 8 Options | —           | Table containing ACC Management and Pricing, Payments, and Year End Settlements default values  |
| Choose Code...        | —           | Provides a list of valid codes and allows for selecting a code for the field where the cursor is positioned   |
| Field Description     | —           | Provides a description of the code where the cursor is positioned   |
| Open Related Table    | Ctrl + L    | Opens the table which corresponds to the field where the cursor is place (e.g. if the cursor is on the Fund field, the FUND Table will be accessed) |

**Section 8. Window Menu**



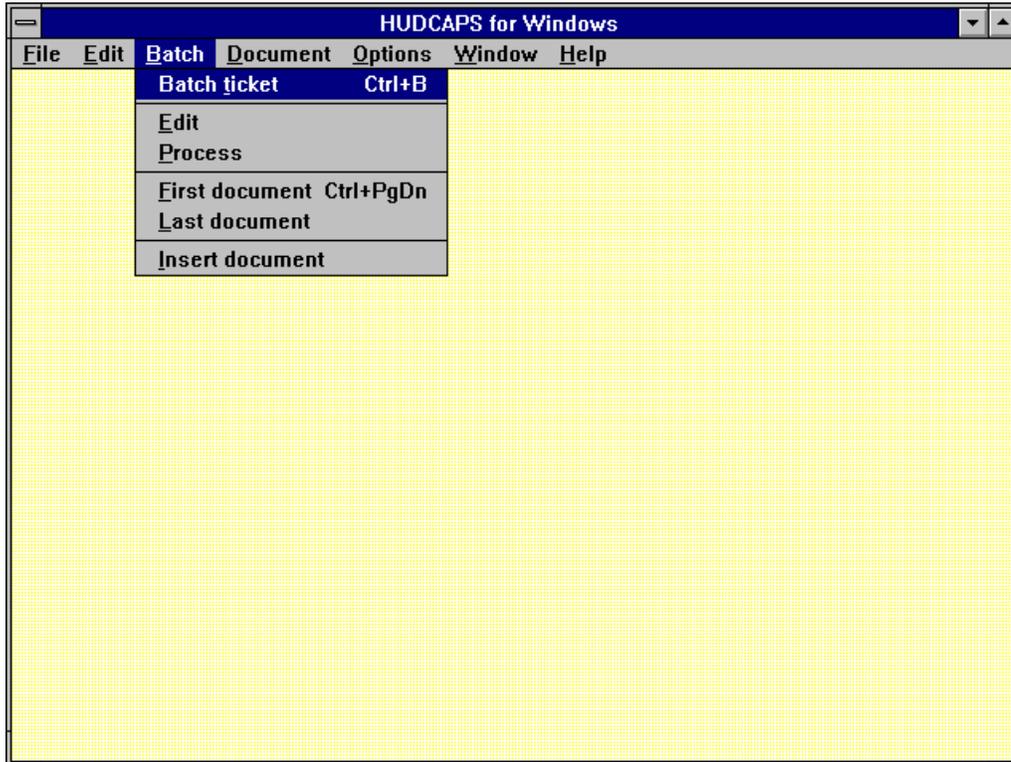
| Menu Selection | Keyboard | Description  |
|----------------|----------|--|
| Cascade        | —        | Arranges windows to overlap each other with the title bar of each window remaining visible |
| Tile           | —        | Arranges the open windows in tiles across the screen                                       |
| Arrange icons  | —        | Arranges the icons on the HUDCAPS desktop  |

## Section 9. Help Menu



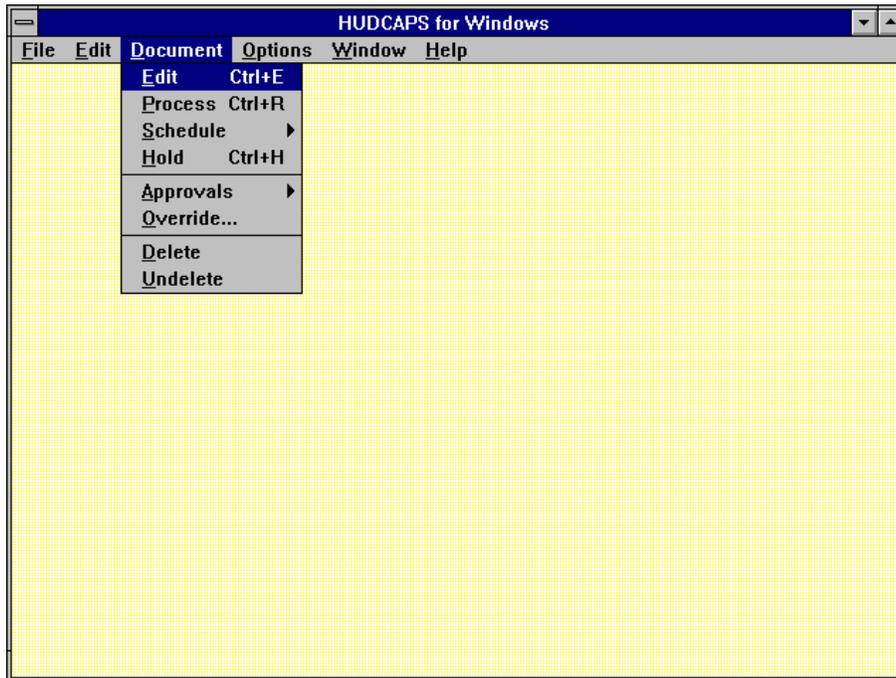
| Menu Selection         | Keyboard | Description   |
|------------------------|----------|---|
| Help on Current Window | F1       | Provides Help on the current window   |
| Online Error Guide     | —        | Accesses the Online Error Guide   |
| Contents               | —        | Provides a list of Contents available under the Help selection                                |
| Search for Help on...  | —        | Provides information on all HUDCAPS processes   |
| How to Use Help        | —        | Provides information on using the Help facility   |
| HUDCAPS Notices        |          | Provides notices about HUDCAPS such as dates and times when the system will not be available. |
| HUDCAPS News           | —        | Provides current and back issues of the HUDCAPS Newsletter that is distributed monthly        |
| About...               | —        | Displays information regarding the version and release of HUDCAPS for Windows                 |

**Section 10. Batch Menu**



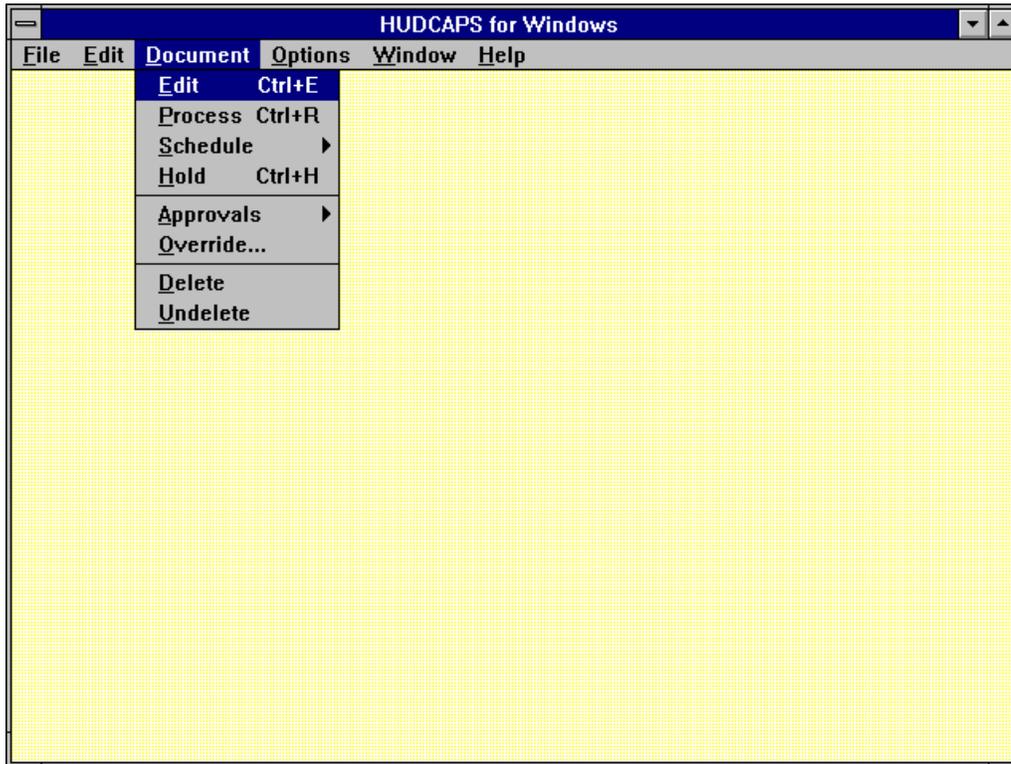
| Menu Selection  | Keyboard    | Description  |
|-----------------|-------------|--|
| Batch Ticket    | Ctrl + B    | Opens the Batch Ticket window. Provides information related to a batch of documents (e.g., total dollar amount and number of documents entered)  |
| Edit            | —           | Applies all system checks and edits to the batch ticket. If errors are found, the appropriate messages are displayed. Otherwise, the document is ready for approval by an Authorized Supervisor. |
| Process         | —           | Applies all system checks and edits to the batch ticket and updates all related tables and queries.  |
| First Document  | Ctrl + PgDn | Scrolls forward to next document in the batch  |
| Last Document   | —           | Moves to the last document in the batch  |
| Insert Document | —           | Inserts a new document into the batch  |

## Section 11. Document Menu



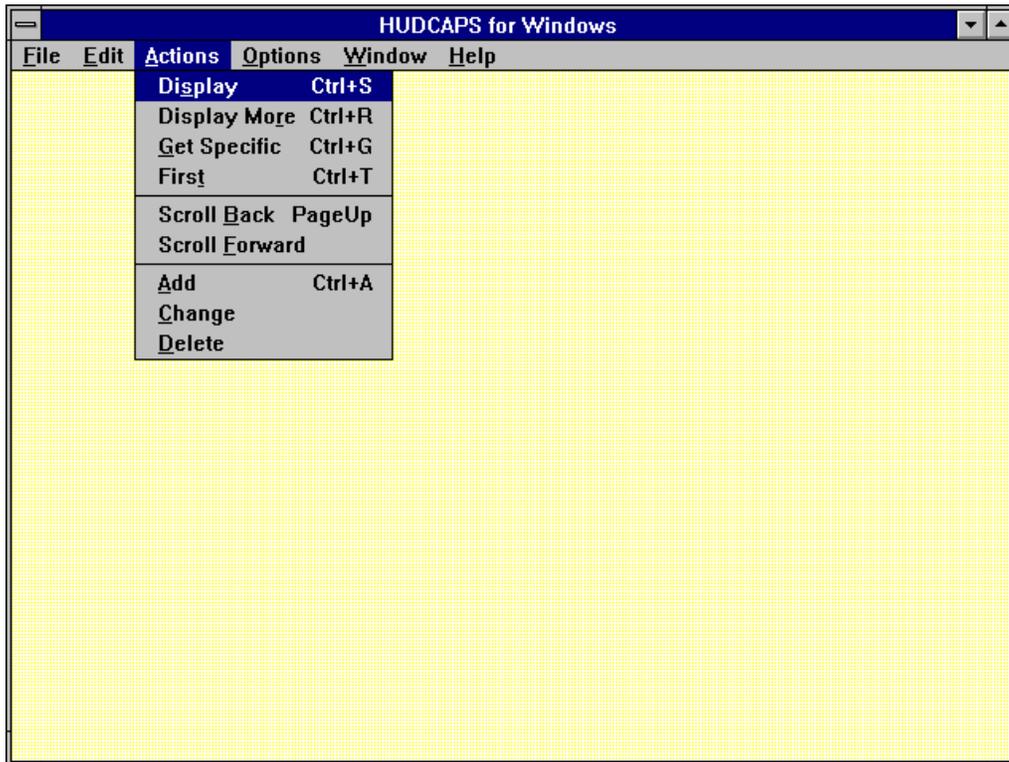
| Menu Selection | Keyboard | Description   |
|----------------|----------|---|
| Edit           | Ctrl + E | Applies all system checks and edits to the document. If errors are found, the appropriate messages are displayed. Otherwise, the document is scheduled for off-line processing.   |
| Process        | Ctrl + R | Applies all system checks and edits to the document; if no errors are found, updates HUDCAPS queries immediately.   |
| Schedule       | —        | Schedules the document for off-line processing.   |
| Hold           | Ctrl + H | Places active document on hold until further updates are made.  |
| Approvals      | F3       | Allows you to perform the following functions:<br>Show      Displays current approval status of the document<br>Apply      Applies level of approval applicable to the document and User ID<br>Remove     Removes level of approval applicable to the User ID |

**Section 11. Document Menu (continued)**



| Menu Selection | Keyboard | Description  |
|----------------|----------|--|
| Override...    | —        | Allows you to override certain errors based on the level of override authority.  |
| Delete         | —        | Marks the active document as “deleted” on the Document Listing. Deleted documents should be purged after three to five days. Refer to <i>Deleting a Document from the Document Listing Procedures</i> in this manual |
| Undelete       | —        | Unmarks the document for deletion on the Document Listing. Undeletes a document marked as “deleted” by putting it on Hold status.  |

## Section 12. Actions Menu



| Menu Selection | Keyboard | Description  |
|----------------|----------|--|
| Display        | Ctrl + S | Scans the HUDCAPS tables and displays all entries that match the specified key fields  |
| Display More   | Ctrl + R | Displays the next screen of entries (if applicable)  |
| Get Specific   | Ctrl + G | Scans the HUDCAPS tables and displays matching entry based on the specified key fields. Get Specific requires that all key fields be entered |
| First          | Ctrl + T | Displays the first entry in the active table   |
| Scroll Back    | Page Up  | Shows the previously displayed entries   |
| Scroll Forward | —        | Moves forward through the displayed entries  |
| Add            | Ctrl + A | Adds new records as entered on tables by the user into the system  |
| Change         | —        | Changes records already in the system  |
| Delete         | —        | Deletes records from the system  |

**Section 13. Document Listing Fields Descriptions**

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A. The following table explains the key fields on the Document Listing.

| <b>Data Field</b> | <b>Description</b>  |
|-------------------|---|
| Batch ID          | Batch ID of the document being processed  |
| Document ID       | Document ID of the document being processed. See the section <i>Document Numbering</i> in this manual.  |
| Status            | <p>Current Status of the document:</p> <p>ACCPT      Accepted update pass</p> <p>SCHED      Accepted edit pass and scheduled for overnight processing</p> <p>HELD        Held in Document Listing</p> <p>REJCT      Rejected during edit or overnight process</p> <p>DELET      Unaccepted document deleted</p> <p>PD HD       Batch accepted through <b>Edit</b> and put on hold</p> <p>PEND1      Document pending approval</p> |
| Approvals Applied | <p>Indicates the approvals applied and needing to be applied to a document. Approvals applied may contain four different codes:</p> <p>0            Approval not necessary</p> <p>A            Awaiting approval</p> <p>Y            Approval applied</p> <p>N            Approval not applied</p>  |
| Last Date         | Last date the document was changed  |
| Last User         | First four user ID characters of the last user to enter or update the document  |
| Process Date      | Date document was processed or will be processed in HUDCAPS   |

B. The **New...** and **Open...** buttons will access the New Document/Batch or Open Document/Batch screen, respectively, and the **Process** button will process the selected document.

## Section 14. Modifying a Document

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- A. A document can be modified to change incorrect data entry. Examples of incorrect data entry include entering too much money on a document, entering too little money on a document, or assigning/distributing money to an incorrect location. To modify a document process an identical document with a line action of **Change**.
- B. Access the corresponding query to determine the current amount and location of funds.
- C. Refer to the **Procedures** section for the corresponding budget level needing modification. Enter the appropriate data exactly as you would a new document, except for the following:
- Select **Change** for the **Line Action** on the Header and Budget Line(s) tabs.
  - To modify a dollar amount, enter the amount of the increase or decrease in the **Distribution Quarter Inc/Dec** field on the Budget Line(s) tab (use the minus sign for a decrease).
  -

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**NOTE** The amount must include a decimal and cents (enter two zeros if it is an even dollar amount).

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- D. Process the document as you normally would.
- E. Access the corresponding query to verify that the amount has been modified and is correct.

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**NOTE** If data has been incorrectly entered down more than one budget level, you must start the modification at the lowest level. (Example: If a mistake occurred on the B5 level, and was processed through the SA level, you must first modify the SA level, then the B6 level, then the B5 level) If you reverse a document completely, you must process a new document(s) through the appropriate level with the correct data.

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### Section 15. Duplicating and Inserting Lines

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- A. Duplicating and inserting lines can be used to apply funds from the same fund code to multiple areas by means of one document. This function will save steps and time in processing funds when done correctly.
- B. Duplicating lines will copy your current Budget Line(s) tab in full, including all the data you have already entered on the existing tab. By duplicating your line, you may save time by only needing to change one or two fields while carrying over the remaining fields that do not need to be changed. This process may be especially beneficial on the B6 or SA levels where most of the data on the Budget Line(s) tab will be the same for each new distribution, assignment, or subassignment.
- C. Inserting lines will create a new, blank Budget Line without any data. This process is beneficial if most of the data on the Budget Line(s) tab will be different, or if you are concerned about forgetting to change particular fields which should differ from the previous line.
- D. It is very important that you edit your document after each new line has been entered before moving on to the next line. By doing so, you will be able to easily find and resolve any errors on the document.
- E. Perform the following steps to duplicate or insert lines on the Budget Line(s) tab:
  - 1. Select **Edit** from the Main menu.
  - 2. Select **Duplicate line** or **Insert line** from the Edit menu.
  - 3. Select **OK** when the small window with the **i** in the quotation bubble appears.
  - 4. Place the mouse arrow on the down arrow at the lower right corner of the window. Click and hold until you have scrolled down to the new or duplicated line.

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**NOTE** It is VERY important that you scroll down to the new or duplicated line before entering or changing data. The system does not save or process any data until you tell it to process. If you enter or change data on the existing line instead of scrolling down to the new or duplicated line, you will edit your already entered data without saving or processing it.

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## Section 15. Duplicating and Inserting Lines (continued)

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- F. Enter or edit the new data on the new line (**Example:** If you are processing an SA document to assign money from the same fund to multiple field offices, you would only change the dollar amount you are assigning, and the field office to which you are assigning it. All other fields will stay as they are.).
- G. Edit the document after entering or editing data on each new line (this is a very important step in that it will make finding errors much easier than if you wait until you have entered data on multiple lines).
- H. Process the document as you normally would after entering all the lines.

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**Note** Once you process the document, you will not be able to change or add to the document. If you process the document before adding or duplicating all the lines you need to, you will have to start a new document to process the remaining lines.

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- I. To delete a line that has been inserted or duplicated, see the following page on **Deleting Lines**.

## Section 16. Deleting Lines

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- A. Deleting lines are used to delete budget lines that have been inserted or duplicated. If data has been entered incorrectly or if you want to remove an entire line, you can delete the line with this function.
- B. Perform the following steps to delete lines on the Budget Line(s) tab:
  - 1. Click on the budget line to be deleted (you will see a bold black border appear around the chosen budget line screen).
  - 2. Select **Edit** from the Main menu.
  - 3. Select **Delete lines** from the Edit menu.
  - 4. When the message, “Do you really want to delete the selected lines?” appears, select **Yes**.

### Section 17. Changing Your Password

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- A. HUDCAPS periodically will prompt you to change your mainframe password. You can also change your HUDCAPS password whenever you wish (the first time you log onto HUDCAPS, you will have to change both your mainframe and your HUDCAPS passwords.) The new password must be between 6-8 characters long. On both windows, the Mainframe Sign On window and the HUDCAPS Security window, you can choose the Help button for online assistance for logging on to HUDCAPS and changing your password.
  
- B. To change your mainframe password, click on the HUDCAPS for Windows icon from the Start, Programs, Program menu. The Mainframe Sign On dialog box appears. Enter your mainframe User ID and Password. Also enter a new password in the New Password field, and type it again in the Verify field. Choose the OK button.
  
- C. If HUDCAPS prompts you to change your password after you have entered your mainframe User ID and Password, simply enter a new password in the New Password field, type it again in the Verify field, and choose the OK button.
  
- D. To change your HUDCAPS password, open the HUDCAPS application and log onto the mainframe, as described above. The HUDCAPS Security dialog box appears next. Enter your HUDCAPS User ID and Password and enter a new password that is 6-8 characters long in the New Password and Verify field. Choose the OK button. Now that you have changed your HUDCAPS password, you must enter your User ID and new password in the User ID and Password fields, then choose the OK button. This opens the HUDCAPS application.

## Section 18. Deleting a Document from the Document Listing

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- A. Users can access rejected documents from the Document Listing and edit certain fields associated with the document. For example, if a user incorrectly enters the Allotment Holder and the document is rejected in the edit process, he or she can open the document from the document listing, correct the error, and edit the document again. Documents that are rejected and are not reused to correct and approve should be deleted from the HUDCAPS document listing.
- B. To delete a document from the Document Listing:
1. Select **File** from the Main menu.
  2. Select **Document** Listing from the File menu.
  3. Press the **Tab** key 3 times so the cursor is in the first field under the Document ID field name.
  4. Enter the **Document Type** (Ex: AA—Appropriation/Apportionment, PA—Appropriation Approval, etc.).
  5. Press the **Tab** key.
  6. Enter the Assistant Secretary code.
  7. Press the **Tab** key.
  8. Enter the Document Number (Ex: OHA0000017).
  9. Select **Actions** from the Main menu.
  10. Select **Display** from the Actions menu.
  11. When you see the document you are looking for, click once on the left mouse button to select it (the document line will be gray).
  12. Select **Document** from the Main menu.

## HUDCAPS Navigation Guide

### Section 18. Deleting a Document from the Document Listing (continued)

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13. Select **Delete** from the Document menu.
14. When the **Delete Batch/Document** window appears, choose the **OK** button.
15. The Message Box will appear with the message **DOCUMENT MARKED FOR DELETION**. Close the Message Box by choosing the **Close** button.

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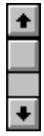
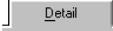
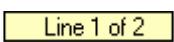
**NOTE** To see the updated status of the document that was deleted, select Actions from the Main menu, then select Display from the Actions menu.

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## Section 19. HUDCAPS GUI and System Navigation

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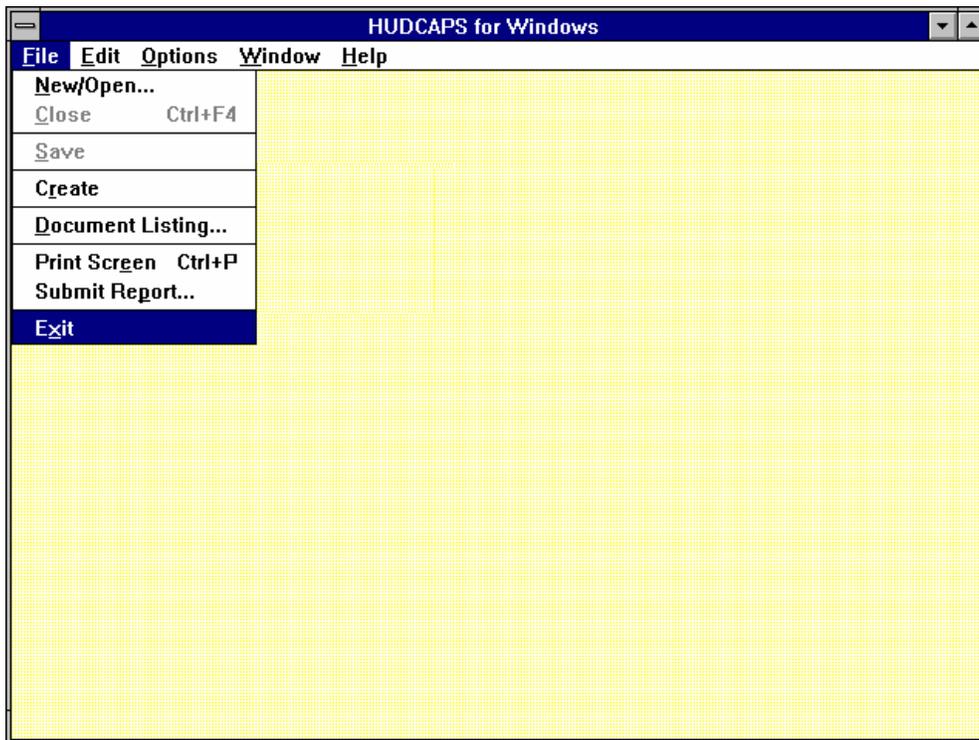
- A. Through the use of a graphical user interface, users can customize how they view information in HUDCAPS. Windows in HUDCAPS include several tools to help manipulate the size and location of the information.

| Window Item     | Symbol  | Function  |
|-----------------|---|---|
| Control Box     |    | Closes the window by double clicking on it.   |
| Title Bar       | —   | Lists name of window. Click and hold on the Title bar to move the window.   |
| Scroll Bars     |    | Moves the view of the window without changing the window's shape. Use the arrows to view items outside the window or drag the elevator to scroll. This item is located along the side vertical scroll bar and the bottom horizontal scroll bar of a window. |
| Min/Max buttons |    | The minimize button (left) changes the window into an icon. The maximize button (right) changes the window to the size of the full screen.  |
| Push Button     |  | Performs the action labeled on the button.  |
| Radio Button    |  | Represents set of mutually exclusive options selected by clicking on the desired option or by pressing the space bar after you tab to the item.   |
| Check Box       |  | Represents a yes/no decision. Select or deselect a checkbox by pressing the spacebar after tabbing to the item or by pointing the mouse arrow on the box and clicking once.   |
| Tabs            |  | Allows users to switch between panels on a window.  |
| Drop-down list  |  | Accesses a list of field selections when clicked on once.   |
| Search icon     |  | Opens a Choose Code window which provides a list of valid codes for a field when clicked on once.   |
| Key Fields      |  | Identifies key fields on a table which are required to display a record.  |
| ToolTip         |  | Identifies which document line the cursor is on when on the lines tab of a multiple document.   |

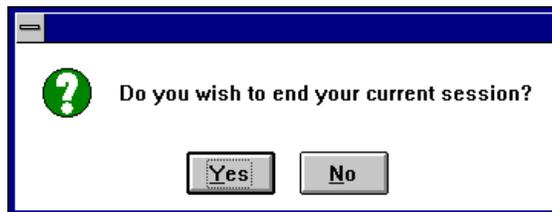
**Section 20. Exiting HUDCAPS**

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A. From the **File** menu, select **Exit** to exit HUDCAPS and sign off of the mainframe.



B. Select **Yes** to exit or select **No** to return to HUDCAPS for Windows.



C. As the system signs off, the following message appears:



## Section 21. Keyboard Commands

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- A. To move to a desired point within a window, either click on that point with the mouse or use the cursor movement keys. To learn about keys that perform actions in HUDCAPS for Windows, see *Using Shortcut Keys in HUDCAPS* in this Procedures Manual.

| Key       | Action  |
|-----------|---|
| ↑         | The <Cursor Up> key moves the cursor up one line within a scrollable window. Within a group of radio buttons, this key moves the cursor to the previous button.   |
| ↓         | The <Cursor Down> key moves the cursor down one line within a scrollable window. Within a group of radio buttons, this key moves the cursor to the next button.   |
| ←         | The <Cursor Left> key moves the cursor one character to the left within the current field. It will not move the cursor between fields. Within a group of radio buttons, this key moves the cursor to the previous button. |
| →         | The <Cursor Right> key moves the cursor one character to the right within the current field. It will not move the cursor between fields. Within a group of radio buttons, this key moves the cursor to the next button.   |
| Tab       | The <Tab> key moves the cursor to the next field within a window.   |
| Shift-Tab | Holding down the <Shift> key while simultaneously pressing the <Tab> key moves the cursor to the previous field within a window.  |
| Home      | Within a text field, the <Home> key moves the cursor to the beginning of that field.  |
| End       | Within a text field, the <End> key moves the cursor to the end of that field. It moves you to the right-most choice within a group of choices.  |
| Enter     | Performs scan on the active query using the entered required (key) fields.  |

| Desired Menu Item | Shortcut Key |
|-------------------|--------------|
| Actions Menu      | Alt + A      |
| Batch Menu        | Alt + B      |
| Document Menu     | Alt + D      |
| Edit Menu         | Alt + E      |
| File Menu         | Alt + F      |
| Help Menu         | Alt + H      |
| Options Menu      | Alt + O      |
| Windows Menu      | Alt + W      |

**Section 22. Using Shortcut Keys in HUDCAPS**

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A. HUDCAPS for Windows includes several shortcut keys that allow the user to execute an action without having to access the menu items. These actions can be executed by pressing the Ctrl (Control) key plus the corresponding key on the keyboard simultaneously. The following table lists the actions that can be executed by pressing the shortcut key listed:

| <b>Action</b>                                      | <b>Shortcut Key</b> |
|--|---------------------|
| Go to the Associated Batch Ticket                  | Ctrl + B            |
| Copy data from a field (after highlighting)        | Ctrl + C            |
| Edit a Document                                    | Ctrl + E            |
| Close any Table or Document                        | Ctrl + F4           |
| Go to a Specific Document Line (Documents Only)    | Ctrl + G            |
| Get a Specific Record (on Tables and Queries Only) | Ctrl + G            |
| Put a Document on Hold                             | Ctrl + H            |
| Access the Action Line                             | Ctrl + L            |
| Open the Tables/Queries Listing                    | Ctrl + N            |
| Print Screen                                       | Ctrl + P            |
| Go to the Next Document                            | Ctrl + PgDn         |
| Go to the Previous Document                        | Ctrl + PgUp         |
| Process a Document                                 | Ctrl + R            |
| Display the next Record                            | Ctrl + R            |
| Display a Record                                   | Ctrl + S            |
| Find the first Record                              | Ctrl + T            |
| Cut data from a field (after highlighting)         | Ctrl + X            |
| Paste data to a field after Cutting or Copying     | Ctrl + Y            |
| Reset radio buttons to their original state        | Del                 |
| Approve and Process a Document in One Step         | F3                  |
| Scroll to the next record                          | PgDn                |
| Scroll to the Previous Record                      | PgUp                |

## Section 22. Using Shortcut Keys in HUDCAPS (continued)

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- B. In addition to executing actions by using key strokes, users can access the items on the main menu by using key strokes instead of the mouse. Any items on the main menu can be accessed by pressing the Alt key and then pressing the underlined letter of the menu you want to access. The following table lists the shortcut keys that can be selected to choose a menu:
  
- C. Once the item on the main menu has been chosen, users can choose any item in that menu by pressing the key that is underlined. For example, selecting Alt + D will access the Document menu. The user can then press the “E” key to select the Edit menu items from the Document menu.

## Section 23. Accessing the Online Help at Any Time

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- A. One last key to note is the **F1** key. The F1 key will open the **Online Help** corresponding to the document, table, or query that the user is currently viewing when it is chosen. The Online Help contains information on all documents, tables, and queries, as well as, procedures and relevant miscellaneous information in HUDCAPS.