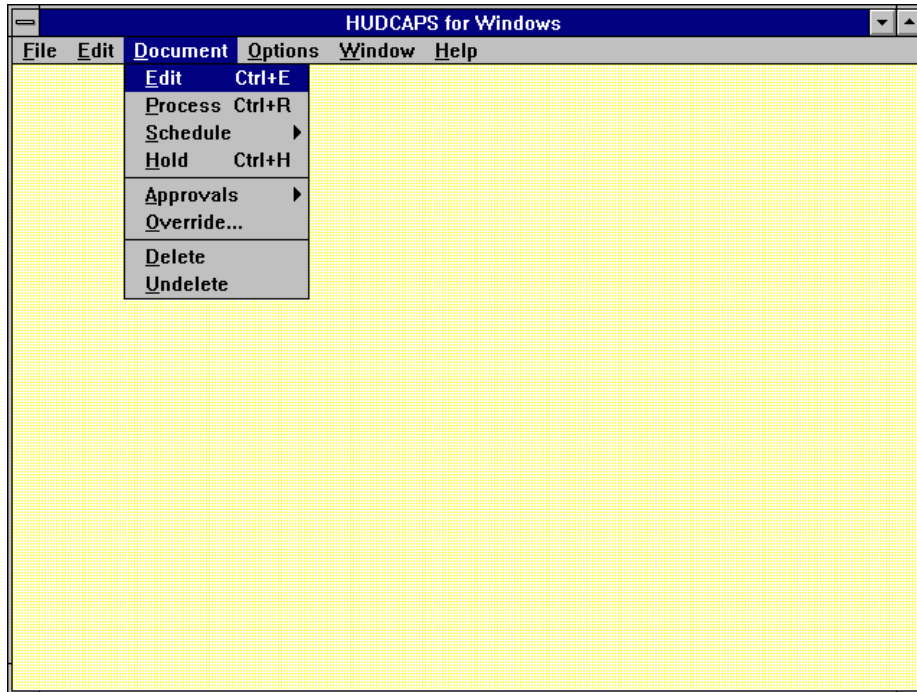
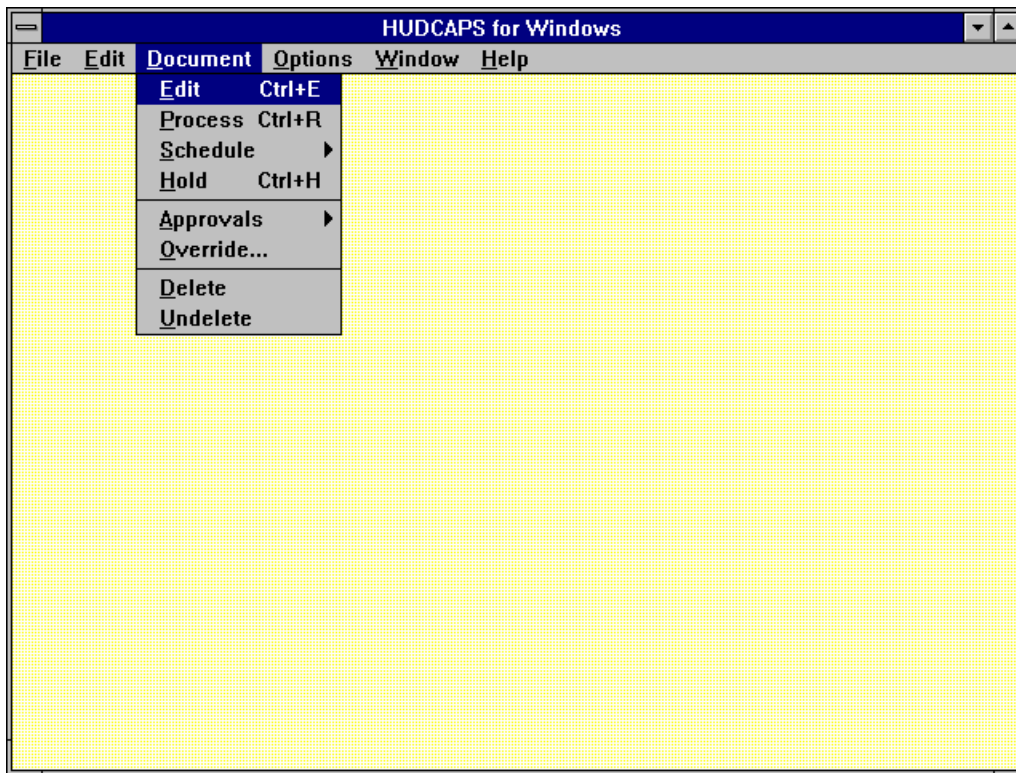


Section 11 Document Menu



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: Show Displays current approval status of the document Apply Applies level of approval applicable to the document and User ID 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</i> Procedures 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.