Direct Data Entry (DDE) Function Keys

QUICK REFERENCE

Alternate (Alt) and Function (F) Keys

Following are the functions/descriptions for the F and Alt keys.

Alt is used in conjunction with the number keys when using a personal computer.

F Keys	Alt Keys	Descriptions/Functions
F1	Alt 1	**The FISS Help Function:** **F1** or **Alt 1** may be used to attain a description of a reason code. Press **F3** or **Alt 3** to return to the previous screen.
F2	Alt 2	Not applicable.
F3	Alt 3	**Exiting a Menu or Submenu:** Depending on the location of the cursor in the system, use **F3** or **Alt 3** to exit a menu or submenu.
F4	Alt 4	Identical to **F3** or **Alt 3** within FISS.
F5	Alt 5	**Scrolling Backward in a Screen Page:** Not all information on a page may be seen on the screen at one time. To review hidden data from the same screen page, press **F5** or **Alt 5** to scroll backward.
F6	Alt 6	**Scrolling Forward in a Screen Page:** To view hidden data from the same screen page, press **F6** or **Alt 6** to scroll forward.
F7	Alt 7	**Reviewing a Previous Page:** Press **F7** or **Alt 7** to review a previous page, or move backward one page at a time.
F8	Alt 8	**Viewing the Next Page:** Press **F8** or **Alt 8** to view the next page, or to move forward one page at a time.
F9	Alt 9	**Updating Data:** Due to the system's design, a claim will not be accepted until either all errors have been corrected, or the system is instructed to reject or return the claim. By pressing **F9** or **Alt 9**, the system will return online any claim errors for correction and will update and store any data that has been entered while in the entry or update transaction mode.
F10	Alt 10	Moves the page to the left side of the screen.
F11	Alt 11	Moves the page to the right side of the screen.
Tab		The **Tab** key moves the cursor forward or backward to the first position of the next unprotected field. Press **Tab** to move forward between fields. Press **Shift Tab** to move backward between fields.
Roll-In/Roll-Out Screen Control		A roll-in/out function is featured on all inquiry and entry screens. To roll out to another screen, key one of the Inquiry Menu transaction numbers (10–17, 56, 68 and FI) in the upper left corner of the screen in the SC field and press **Enter**. To return (roll-in) to the original screen, press **F3** or **Alt 3**. This returns the system to the original position on the screen before the rollout feature was activated.
Numbers		The examples in this manual will indicate an "X" to represent any number 0–9. **Example:** 72X represents 720 through 729.
Space Bar		The space bar should never be used to erase data. If an error is keyed, press Delete to erase an error.

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