

How do the F keys work?

F key functionality can work differently from screen to screen. The documentation for each type of inquiry will explain in detail the role of the F keys in navigating through the system. Following is a general overview of how the F keys function, but keep in mind that this may not apply to all screens.

F1: Mainframe Help Screens: Use of this button is not recommended. The help dialogue programmed into the mainframe system will only display the navigational keys that are available in a particular screen, with no explanation attached. Instead, it is recommended that the HELP button in the blue border be used. This HELP button will display a PDF version of the Direct Access Manual.

F2: Main Menu, will always take you to the Direct Access Main Menu.

F3: Prior Screen or start over current function with blank input screen.

F4: Prior Menu or start over current function from the previous menu screen

F5: Queries Menu, applicable only when viewing business entity information, e.g., corporations or limited liability companies. The query menu can be invoked when viewing the general display screen for a business entity or from one of the query result screens that was previously chosen from the query menu. To return to the general display screen from a query result, the F5 key must be used again to invoke the query menu, so that the F1 key can be used to return to the general display screen.

F7: For screens that show a list of items, F7 can be used to page backward through the list.

F8: For screens that show a list of items, F8 can be used to page forward through the list.

All Other F Keys: Other F keys are used in the various query menus and are self-explanatory but these keys do not usually play a role in the general navigation of the system. For F keys higher than F12, you must use a combination of the shift key and appropriate F key. For example, to select F13, while holding down the shift key, depress the F1 key. For F14, while holding down the shift key, depress the F2 key and so on.