



Autotab

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The autotab feature eliminates the need to manually click in or tab to the next field. Instead, the next defined text field automatically receives the cursor focus when the maximum number of characters in the current text field is reached.

In the example below, as you type a 20-digit account code number in nine separate boxes, you do not need to tab to each box. If you enter a three-digit fund number in the Fund field, the cursor focus will autotab to **Function, Obj**, and so on.

When the cursor moves to a new field, all of the characters in that field will be highlighted.

If you are replacing the data, on your first keystroke of the new data, all of the old data will be deleted, and you can type the new data.

You may also use your arrow keys to move to any specific part of the data in the field to update or replace the data, such as spelling or changing numbers in a sequence.

Autosuggest

The autosuggest feature allows you to type specific data, as you type the data, a drop-down list of corresponding data is displayed. You can make a selection from the drop-down list, scroll through the drop-down list, or type new data in the field.

Depending on the field and page, press the SPACEBAR to view a list of available options for the field.