



# Autotab



# Table of Contents



## Autotab

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 type a three-digit fund number in the **Fund** field, the cursor focus automatically tabs to the next field and so on.

The screenshot shows a web application interface for 'Budget Account Codes Inquiry'. At the top, there are 'Retrieve' and 'Reset' buttons. Below them are radio buttons for 'Summary' (selected), 'Totals', and a checkbox for 'Exclude Objects 61XX'. The main form consists of nine input fields for an account code, labeled 'Fund', 'Func', 'Obj', 'Sobj', 'Org', and 'Prog'. The 'Fund' field is currently highlighted, indicating that the cursor has moved to it after typing in the previous field.

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 in 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.

The screenshot shows a web application interface for 'Vendor Information'. There is a 'Save' button at the top. Below it is a 'Vendor' input field containing the number '39'. A drop-down list is open below the input field, showing three suggestions: '39222 : BEST COMPUTER SUPPLIES / BEST COMPUTER SUPPLIES : R', '39221 : BEST QUEST TEACHING SYST,LLC / BEST QUEST TEACHING SYST,LLC : R', and '39220 : BEST WESTERN PALM AIR / BEST WESTERN PALM AIR : R'. To the right of the input field are 'Retrieve' and 'Add' buttons.

Depending on the field and page, press the SPACEBAR to view a list (in some cases limited) of available options for the field.



## Back Cover