Infor LN

Reference Card

Information

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Session Actions

New   <c>

Add a new record.

Save   <s>

Save the specified data.

Save and exit <e>

Save the specified data and exit.

Revert to saved <z>

Undo the changes made after opening or saving the record.

Update screen <u>

Retrieve data from the database to refresh, or update session records.

Print   <p>

Print a report of the session data. Select the report type.

Search <f>

Sort or search for a record using one or more fields as search keys.

Duplicate   <d>

Create a copy of the selected record.

Delete record   <Delete>

Delete the selected record(s).

Quick Export

Export records to Excel.

Close   <a>

Exit the session. If changes were made, you are prompted to save the changes.

Record Navigation

First Record(s) <Home>

Display the first record.

Previous Record(s) <PageUp>

Display the previous record.

Next Record(s) <PageDown>

Display the next record.

Last Record(s) <End>

Display the last record.

New View <v>

Create a new view (group).

Copy Records <v>

Copy records from one view group to another.

First View

Display the first view (group).

Previous View <Shift><PageUp>

Display the previous view (group).

Next View <Shift><PageDown>

Display the next view (group).

Last View

Display the last view (group).

General Actions

Help

- Help on the current session **<h>**.
- A list of all available keyboard shortcuts for the current session **<?>**.
- Properties for the current session **<Ctrl+Shift+8)>**.

Tools

Personalize Form…
Hide/unhide form fields and change field labels.

Personalize Toolbar…
Move and hide buttons in the session toolbar.

Personalize Session Menus…
Hide/unhide commands in the session's menus, such as the Search, Actions, References, and Print menus.

Personalize Views

Conditional Formatting

Create, edit, and modify conditional formatting.

Reset Messages…
To reset default setting for system generated messages.

Reset Questions…
To reset default setting for system generated questions.

Texts
📋 ▼

Starts the Text Editor.

Views	Contains standard commands for the session/ record
References	Contains commands that are specific to the current session/record. These commands usually start related sessions and special functions.
Actions	Contains standard commands for LN sessions and commands that are specific to the current session/record. The commands usually start related sessions and special functions.
Approve…	Approval function for the session/record(s).

Select record
☑

Select/clear a record; list header option available to select/clear all records.

Go to details
↦
Drill-down to record detail.

Show Filter Row
⚙

Show or hide the column filter row.

Filter
▼

Run, clear, save, or create instant and advanced filter.

Field completion options

Free-form entry

Open text box; accepts most information.

Zoom   <Ctrl>+B

QE   Predefined list of available field selections; direct entry must be exact.

Enumerated (Enum) <Ctrl>+<Down>
▼

Drop-down list of available field selections. Specify the first character(s) of required entry and press <Tab> to select default selection for character string.

Mandatory	Field completion is required; noted by an asterisk (*); activated through Options on Infor LN navigation menu.

Calendar
📅

Select a date from the calendar. The date display format is set at system level.

Time	Specify the numbers for the time (for example, 0930). Use 12 hour or 24 hour displays with optional AM/PM indication.
Decimal	Accepts a whole number and defined decimal format will be applied; Auto-fill or truncate to maximum defined decimal placement is applied**.**

Check box
☑

Select/clear to choose/not choose an option.

Radio button
◉

Select/clear to choose/not choose an option.

Display/input	Identifies a field as display only (text not editable) or accepts input (text editable).
Clear Fields	Deletes search field content. Eliminates possibility of not erasing field content completely.
Exact match	Select to retrieve a record exactly matching your search criteria.
Field Help	To access field-specific online Help, press Ctrl or Alt+right-click and select Field Help.

LN navigation menu

Expand/collapse
☰

Expand/collapse the LN navigation menu.

Find <g> then <m>
🔍

Filter navigation menu items based on session title or session code.

Revert to landing page <g> then <a>
Return to landing page.

Options

Run Program <g> then <r>
Start a session by specifying the session code.

Change Company <g> then <c>
Switch to another company (number).

Personalize menu
Personalize the LN navigation menu.

Settings
Manage the user settings

Non-interrupting Message Mode
Display/hide system messages.

Restart <Ctrl+Del>
Restarts LN. You are not prompted for your username and password

LN Ming.le options

User Menu
👤

Click to access Alerts, Tasks, Notifications, Posts,Admin Settings, User Settings, Mobile Apps, Help, and About, and to sign out of your Infor Ming.le session.

Bookmark
🔖

Click to bookmark a page or manage bookmarks.

Expand/collapse
≫ ≪   Expand/collapse the Context Apps panel.