



# 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).

#### Export



Export records to Excel.

#### Close <a>



Exit the session. If changes were made, you are prompted whether 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 Record(s)



Copy records from 1 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 <h>



Online resource assistance and properties for the current session.

#### Shortcuts help <?>

Shows a list of all available keyboard shortcuts for the current session.

#### Tools



##### Conditional Formatting

Create, edit, and modify conditional formatting.

##### Personalize Form...

Modify the form (page) display.

##### Personalize Toolbar...

Add/ remove buttons from the session toolbar.

##### Personalize Menu...

Maintain contents of drop-down menu "Specific".

##### Reset Messages...

To reset default setting for system generated messages.

### Reset Questions...

To reset default setting for system generated questions.

### Attachments



Show attachments linked with record.

**Views** Filters available to be applied to records.

**References** Information/data related to the record(s).

**Actions** Processing actions available for records.

**Approve...** Approval functions for 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



Pre-defined master data 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 header.

### 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** Right-click field and select to access field specific online resource assistance.

## LN header

### Process browser

**ICT Manager** List of available roles leading to their corresponding processes and menus.

### Options

#### Run Program <g> then <r>

Start a session by specifying the session code.

#### Change Company <g> then <c>

Switch to another company (number).

#### Non-interrupting Message Mode

Display/hide system messages.

## LN stand-alone options

**Sign Out** Log off Infor LN.

### Expand / Collapse web parts



To expand and collapse the LN Navigator and the Attachments web parts.

## In-Context applications

### LN Navigator

Provides for navigation and access to Infor LN processes, applications, and options.

### ODM in-context application

Provides add / remove actions of ODM documents to the selected records.

## LN Ming.le options

### Open Menu

**Select Display Language** Identifies the language in which to display Infor LN information and data.

### Header

### Add shortcuts



Tool to create a shortcut for a session or a process.

### Context Application Manager



To personalize web part panel applications.

## Web part panel applications

### LN Navigator



Provides navigation and access to Infor LN processes, applications, and options.

### In-Context BI



Provides charts and reports related to the business data displayed.

### Documentation



Links to available online documentation for the active application. Click a document link to access the reference.

### Shortcuts



Provides access to sessions and processes for which a shortcut is created to maintain shortcuts.

### Maps



Basic web mapping service based on BING technology to pinpoint or route location(s).