



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 in-context application



To expand and collapse the Attached Files in-context application.

In-Context applications

Attached Files

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

Infor 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.

In-context application panel

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).