

LLC FUND MANAGER

Keyboard Shortcuts & Navigation

Double clicking on the LLC Fund Manager Icon on your desktop screen normally starts the program. You should have an icon to access LLC Fund Manager for Windows on your desktop. If you don't, you can access it from My Computer. Find the Folder LLC Fund Manager then double click LLCarew.EXE or click it once and press Enter. Keep in mind the LLC Fund Manager directory may be on a network drive. From the main menu, use the mouse, Tab key, or Enter key to navigate the program. To leave the program, click the EXIT button on main menu panel or select File, Exit option on menu bar.

The following Function Keys are available in the program:

<u>Alt+F4</u>	Close the entire application
<u>Ctrl+F4</u>	Close any single 'child' window open within the program
<u>F2</u>	Edit a selected field.
<u>F8</u>	Insert today's date in the current field
<u>Alt+{hotkey}</u>	Selects the Button or Menu item with the underlined letter that matches {hotkey}. The terms hotkey, keyboard shortcut, and accelerator key are all synonymous.
<u>Ctrl+X</u>	Cut to clipboard
<u>Ctrl+C</u>	Copy to clipboard
<u>Ctrl+V</u>	Paste from clipboard
<u>Enter</u>	Selects 'presses' the Default button (usually the one labeled OK). Standard effect is to save any changes and close the open form.

<u>Escape</u>	Selects 'presses' the Cancel button, if any. Loses changes, normally, and/or closes the open form.
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You will see this toolbar often in this program. It allows you to quickly navigate through records of the database. The options are:

FIRST RECORD – beginning of the database.

PREVIOUS RECORD – move back one record.

NEXT RECORD – move forward one record.

LAST RECORD – go to the end of the database

DELETE – delete the current record. You will be required to confirm your selection.

EDIT RECORD – Converts you to edit mode if not in view only mode.

POST EDIT – saved the changes to disk. This also happens automatically when you exit or change records.

CANCEL EDIT – cancels your changes until you exit or change records.

REFRESH DATA – shows changes made by others on a multi-user system.

Sometimes you will not see all these choices and at others you will also see a "+". This allows you to add data into the table.