

# Quick Tip

## Datatel Quick Key Shortcuts

### F2 and F9

The F2 key allows the user to detail into the field that contains the cursor. The F9 key allows the user to update out of, and save, the current screen. By using both of these keys, the user can keep their hands on the keyboard when entering information in Datatel. The user will not have to move their hand back and forth between the keyboard and the mouse.

### The At symbol (@)

Entering the @ symbol in the first screen of a form will open the last entry the user was working on. This allows the user to go back into their recent entry to make changes, view the Datatel identification number, etc.

### Three Dots (...)

Many of the fields in Datatel allow you to search for the correct entry code if this is not known. Enter three (3) dots (...) in the field and press Enter.

REQM | RQIL | RQIM - Requisition Item Maintenance ☆

Vendor Name	1	<input type="text"/>
Commodity		<input type="text"/>
Inv Item		<input type="text"/>
Description	1	<input type="text"/>
	2	<input type="text"/>
Est Price	<input type="text"/>	<input type="text"/>
Quantity	<input type="text"/>	<input type="text"/>
Unit of Issue	<input type="text" value="..."/>	
Trade Disc Amt	<input type="text"/>	<input type="text"/>

SEARCH RESULTS FOR :  
UNIT.ISSUES



UNIT.ISSUES

Input

Of

#	Key	Description
1	BB	BARREL
2	BG	BAG
3	BK	BOOK
4	BT	BOTTLE
5	BU	BUSHEL
6	BX	BOX
7	C	HUNDRED
8	CS	CASE
9	CT	CARTON
10	D	FIVE HUNDRED
11	DA	DAY
12	DM	DRUM
13	DV	DVD
14	DZ	DOZEN
15	EA	EACH
16	FL	FLAT
17	FT	FOOT
18	FZ	FLUID OUNCE
19	GL	GALLONS
20	GM	GRAM