

## Special (Gold) Key Sequence

The Gold Key is the **NumLock** key on PCs. Other keys may be used on other terminals. To use Gold Key sequence, press the Gold Key, release it, and then press the next key.

*The HELP key is the '/' key located directly to the right of the Gold Key (NumLock) on PCs. Sometimes pressing this key will provide some assistance in determining the allowable values for the field you are currently trying to enter.*

Gold Key sequences used in InSyst are:

- **Gold-B**: makes the screen page back one page, to display records in a list that cannot fit on a single screen.
- **Gold-C**: moves the cursor to the Client Number field on some screens.
- **Gold-E**: exists from the current screen and returns to the menu, without saving data entered in the screen, or returns to the previous menu.
- **Gold-M**: makes the screen page forward one page, to display records in the list that cannot fit on a single screen.
- **Gold-R**: restarts the screen, with no values entered. This is useful if you made mistakes in data entry.
- **Gold-S**: leaves the current data entry or maintenance screen, and saves the data entered. This sequence retains the current Client and Reporting Unit, so it automatically displays in the next screen you use.
- **Gold-U**: makes the screen page back two pages, to display records in a list that cannot fit on a single screen.