




















# BCeSIS

## Quick Keys

Keys	Action
F7/F8	F7 enters the Query Mode and F8 executes the Query.
	Menu item on Start screen works in the same way as the F7/F8 buttons. Select Enter to enter the Query Mode and Execute to begin the Query.
F7+ <Shift> F2 %	F7 followed by Shift F2 tells you how many records the Query will return. Allows for wildcard querying: <ul style="list-style-type: none"><li>• xx% = finds all entries starting with xx</li><li>• %xx = finds all entries ending with xx</li><li>• %xx% = finds anything containing xx</li></ul>
<Control>+Q	Cancels or interrupts a Query.
	Find Student icon located on the Start screen; identifies where the currently selected student is scheduled at the time.
Navigating in BCeSIS	
Keys	Action
	Navigate button is found on most screens. This button allows you to enter the title of the screen and go directly to it.
	The Navigate menu is found on most screens. This Menu item works the same way as the Navigate icon shown above.
	On the Start screen a number of Demographic buttons take you directly to the screen indicated for the student selected.
	The Back and Forward arrows are found on all the screens in the Demographic Loop. These allow you to move backward and forward to screens in the loop.
Exiting Screens	
Keys	Action
	Exit Door button is the exit out of most screens. On the Start screen it takes you out of the BCeSIS application. It is important to use the Exit Door and not the  or other methods of exiting to ensure that updates to the database are correctly recorded.
	You may at times use the  button at the upper right of a screen.? However, it is not the recommended approach to close or exit a screen.
	If you need to exit and the door does not allow you to do so, select the Action menu and then select Exit.

Other Useful BCeSIS Keys

Keys	Action
F3	Copy Down feature. Use when in a BCeSIS table if you need to enter the same data in the same cell in each row. Enter the information in the first row and cell, then use the <b>Cursor Down</b> arrow and <b>F3</b> in subsequent cells.
F9	Brings up a list of values when <List> prompt is active in the Message line.
<ALT> + <u>X</u>	<Alt> + the underlined letter of a Menu allows you to scroll through the menu using the arrow keys.
	Save button indicates that you may add or modify information on this screen. <b>Always use this button to save your work.</b>
	Information button found on the Start screen contains district or school announcements.
	Samples of the various Advisory buttons that appear on Student screens. Some of the buttons, like the Alert, contain important information. Click on the button to open.
	
	
	The <b>Printer</b> icon (when seen on a screen) indicates the information can be printed.
	If you have incorrectly entered a line of information or activated an Add function, the application may not let you leave the screen. Go to the Record menu and select <b>Clear</b> or <b>Remove</b> and then exit using the <b>Exit Door</b> . This step must be used <b>before</b> you save a record, not after.
	If you wish to delete a previously entered and <b>saved</b> record, use the <b>DEL</b> key found on most screens. Records <b>not</b> already in use in Student Tables or other BCeSIS tables will be deleted. If a record is already in use, you will receive notification indicating why the record cannot be deleted.