



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

PK12 INFORMATION DATABASE REQUIREMENTS

USER MANUAL

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APPENDIX K

ON LINE PROGRAMMED FUNCTION KEYS (PF KEYS)

PF Keys issue System commands at the touch of one keystroke. The commands issued by the PF Keys have been standardized within the System.

PF1 = HELP

Pressing the PF1 key will access the on line Help text.

PF2 = REFRESH

Pressing the PF2 key, when it is a valid option, will replace the information on the variable portions of the screen with the image that was present the last time the ENTER/RETURN key was pressed. It will allow you to get rid of mistakes in typing and start fresh again.

PF3 = COMPONENT MENU

Pressing PF3 while you are in the Student system will take you to the Student Component Menu. Pressing PF3 while you are in the Staff system will take you to the Staff Component Menu.

PF4

This key is not used because it has a special meaning in the TYMNET portion of the FIRN network.

PF5 = MAIN MENU

Pressing PF5 will return you to the Main Menu.

PF6

This will toggle the screen image when viewing some reports such as Class Rosters. The Class Roster lists the students' names and one teacher name and the total number of teachers for the class. The first time PF6 is pressed, the image on the screen changes to allow you to view all the teachers associated with a class. The second time PF6 is pressed, the image is changed back to again reveal the students' names and one teacher.

PF6 is also used to toggle between showing the district reports requested and the complete list of reports available for request. It is a good practice to review the actual reports that were requested to run after all selections have been made.

PF7 = BACKWARD BROWSE

If there is a blank in the command line, PF7 will display the previous record.

PF8 = FORWARD BROWSE

If there is a blank in the command line, PF8 will display the next record.

PF9 = EXIT

Pressing PF9 (from any panel except HELP) will exit the on line system entirely and display the terminating panel. At that point, the next steps would be:

- a) clear the screen,
- b) Type "LOGOFF", and
- c) Press ENTER/RETURN.

This will return the terminal to the NWRDC VTAM menu (at which point you have successfully logged off).

Other Special Keys or Commands

CLEAR Key

The CLEAR key will erase all data (characters) from the screen which are not constant (part of the panel).

ENTER Key

Pressing ENTER while a blank is in the command line is equivalent to a browse command.