

## SHORTCUTS (Screens Menu)

Below is a listing of shortcuts for searching, navigating, and updating the WIN-202 system. Words in **blue** are mouse actions, words in **red** are keyboard keystrokes, and words in **green brackets** are on-screen selection buttons.

### SEARCHES:

<b>UI/RUN</b>	<b>Double click</b> in ACCT to highlight the UI field Input the UI# (no leading zeroes) <b>Tab</b> to highlight the RUN field Input the RUN (no leading zeroes) <b>Enter</b> to jump to the account
<b>ALPHA &amp; FEIN</b>	Cursor in ACCT field <b>F5</b> or <b>[Search]</b> Input the name or partial name* (Ex. Starbucks*) or FEIN <b>Enter</b> or <b>[Search]</b> <b>Click</b> on the UI/RUN you want to select (as you highlight each account, the NAICS, Status Code, and Address information are displayed) <b>[OK]</b> to activate the highlighted account

### NAVIGATING THROUGH THE DATABASE:

<b>PREVIOUS/NEXT</b>	<b>[Prev]</b> <b>[Next]</b> to go to the previous/next UI/RUN <b>Right click</b> <b>[Prev]</b> <b>[Next]</b> to go to the previous/next UI (skips subunits)
<b>MULTI</b>	<b>Click</b> <b>&lt;&gt;</b> to go to the previous/next UI/RUN at the multi level
<b>ERRORS</b>	<b>Click</b> <b>&lt;&gt;</b> to go to the next/prev UI/RUN with an error <b>Double right click</b> <b>&gt; </b> to bring up the error box Input error number <b>Right click</b> <b>&lt;&gt;</b> to go to the previous/next UI/RUN with that error number

### UPDATING:

<b>Add a new UI</b>	Cursor in the ACCT field <b>Ctrl A</b>
<b>Add a quarter</b>	Cursor in the ACCT field <b>Ctrl Q</b>
<b>Delete a UI</b>	Cursor in the ACCT field. (This sets the discontinued date = liability date & status code = 2. The account remains on the database in inactive status.) <b>Ctrl D</b>
<b>View CES</b>	<b>Double click</b> on yr/qtr WIN202 DATA to update Employment and Wage Information

UPDATING (continued):

**Micro Tab (radio buttons)**

<b>Emp/Wage Screen</b>	<b>Double click</b> on yr/qtr to update Employment and Wage Information
<b>Codes Screen</b>	<b>Double click</b> on yr/qtr to update Quarterly Codes
<b>Comments Screen</b>	<b>Double click</b> on yr/qtr to update Quarterly Comment Codes <b>Click</b> on prior yr/qtr to view comment description & narrative
<b>Notes Screen</b>	<b>Double click</b> on yr/qtr to update Quarterly Notes <b>Click</b> on prior yr/qtr to view notes
<b>Wage Record Screen</b>	<b>Double click</b> on yr/qtr to update Employment and Wage Information
<b>Wage Record P/S Screen</b>	(Wage Record Pred/Succ browser): <b>Click</b> on record to select <b>Right click</b> to jump to that record (Wage Records browser): <b>Double click</b> on yr/qtr to update Employment and Wage Information
<b>Fem/Wage Screen</b>	<b>Double click</b> yr/qtr to update Female Employment Information
<b>Multi Tab</b>	<b>Double click</b> on RUN/Cty to update Employment and Wage Information <b>Click</b> on RUN/Cty and <b>[Link UI#]</b> to jump to the account
<b>ARCS Tab</b>	<b>Double click</b> on Refile Year to update if on the control file <b>Double click</b> on blank first line, if not on the control file, to add to the control file (response 50)
<b>Address Tab</b>	Input zip and city/state will automatically be entered
<b>MAC/NAICS Tab (Detail Tab)</b>	<b>Double click</b> on UI Number/RUN to update Employment and Wage Information <b>Click</b> on UI Number/RUN and <b>[Link UI#]</b> to jump to the account
<b>MAC/MSA Tab (MSA Detail)</b>	<b>Double click</b> on UI Number/RUN to update Employment and Wage Information <b>Click</b> on UI Number/RUN and <b>[Link UI#]</b> to jump to the account