

# Keystone Information System (KIS™)

Keystone Client Navigation – Icons, Buttons, and Function Keys



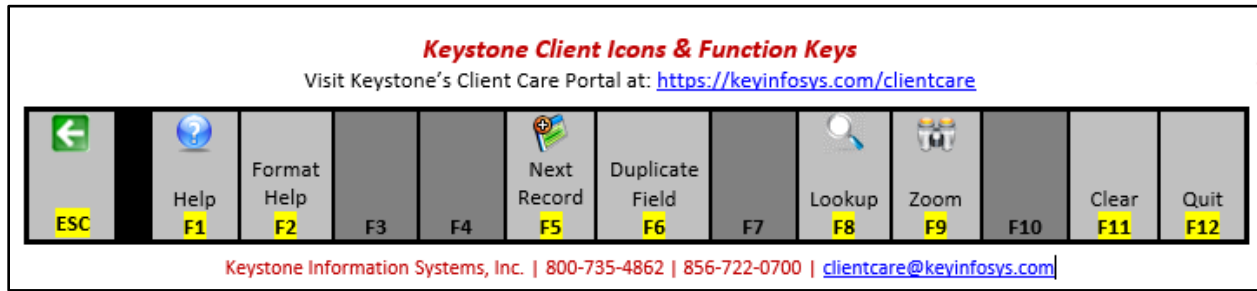
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## I. BASIC KEYBOARD NAVIGATION



Keystone has actual, laminated “Icons & Function Keys” bars available, as depicted above. If you don’t already have one, or would like more, please email us at [clientcare@kevinfosys.com](mailto:clientcare@kevinfosys.com).

These bars describe the various icons, as well as the corresponding keyboard shortcuts (“function keys”) that can be used in Keystone Client.

### A. Icons



**New Connection** – Used to open a New Keystone Client session.

**Keyboard shortcut: CTRL+N.**



**Show/Hide Menu Bar** – Allows you to add or remove the Menu Bar (“Application Menu”).



**Show/Hide Shortcut Bar** – Allows you to add or remove the Shortcut Bar.



**Next Record** – Pulls the next available sequential key. This is used to create a new record (such as a new employee or a new attendance record). **Note: If you are a PAAS user and this button does not work, enter an (\*) asterisk symbol and hit the tab key to get the next record.**

**Keyboard shortcut: F5**



**Look Up** – (Magnifying Glass) If a lookup table is defined for that field, this displays all the available entries for that field. This table is typically user-defined (i.e., custom to your organization). You can select the desired entry by highlighting the entry and double clicking it.

**Keyboard shortcut: F8**



**Zoom** – (Binoculars) If available for that field, this launches a new screen with the ability to enter more details related to that field.

**Keyboard shortcut: F9**

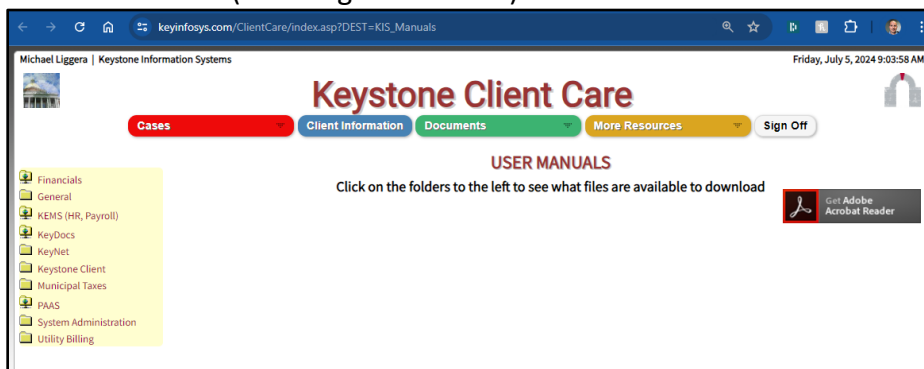


**Print** – Used to print the current screen.

**Keyboard shortcut: CTRL+P**



**Documentation** – (Open book with an “i”) Takes you to the User Manuals section of Keystone’s Client Care Portal (must log in to access):



**Close Connection** – (Door with green arrow) This closes your Keystone Client session.



**Picture** – (Person) On the Employee Maintenance screen, used to display a picture for the current record, if available.



**Send Email** – (Letter with orange arrow) Used to send an email to the current selected employee.



**Add a New File** – (Filing Cabinet with +) Used to add attachments for the current record.



**Edit or View Attachments** – (Filing Cabinet) Allows you to open, view and edit any attachments for the current record.



**Exporting to Microsoft Excel, Microsoft Word, PDF, TEXT file or HTML** – Allows any report that is run in the terminal (preview view) to be exported to Microsoft Excel, Microsoft Word, PDF, TEXT file or HTML. Excel provides a Wizard that allows you to place the column breaks in the data where needed.



**Email** – Used to email records or reports.



**Increase Font Size/Decrease Font Size** – Changes the font size of any “print preview” report. Use the “Capital A” to increase font size and the “lowercase a” to decrease font size.



**Back** – (Green arrow) Closes the report that is displayed in the terminal. You will not be able to navigate menu options while a report is displayed in the terminal.

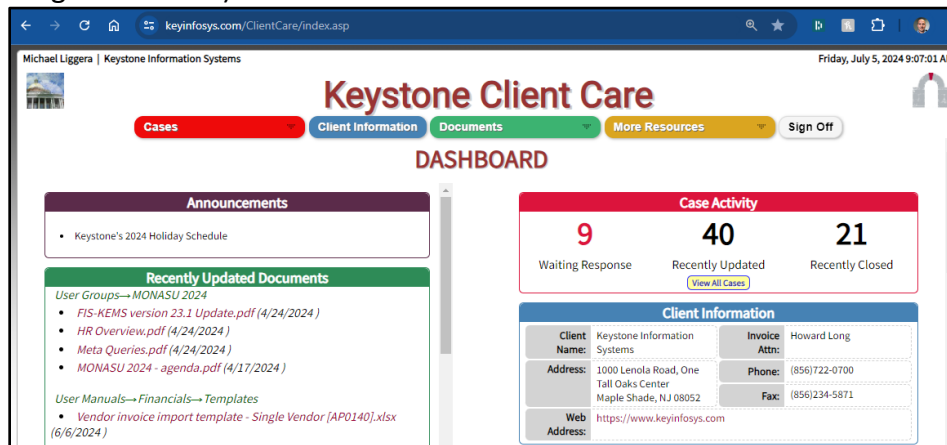
**Keyboard shortcut: ESC**



**(ABC) Spell Checker** - (ABC with a checkmark) Allows you to spell check.



**Keystone Customer Resources** – Takes you to the login screen for Keystone’s Client Care Portal (must log in to access):



**New Document** – Allows you to add new attachments to the filing cabinet.



**Meta Queries** – (Gold barrel with magnifying glass) Opens the Meta Queries section of Keystone Client.



**Command Prompt / TCL** – Used for programming purposes / command line actions.



**Help** – (Blue Bubble with ?) Used to view a field description or to view documentation relating to the field.

**Keyboard shortcut: F1**

**B. Buttons**



**OK** – Saves the entry. You can also use the (keyboard) <ENTER> key to save a record. If a change is made several screens down, click OK on each screen as you exit.

**Cancel** – Exits the current screen. Changes will not be saved. The difference between clear and cancel is you remain on the current screen when you clear, you exit the screen when you cancel.

***Keyboard shortcut: F12***

**Clear** – Clears the current screen. Changes will not be saved. The difference between clear and cancel is you remain on the current screen when you clear, you exit the screen when you cancel.

***Keyboard shortcut: F11***

**Delete** – Deletes the entry. The system will confirm the delete with a yes/no message. To delete a line, the cursor must be in the active field.

**Options** – Displays various options depending on the current screen.

***Note: Print Options, running a screen specific utility and launching various views.***

**All** – Allows you to view all available options within the selected table. You will advance from one entry to the next by selecting OK.

**Insert** – Inserts a line above or to the left.

**New** – Launches an entry screen for a new record. To make the New button available, you will left click the mouse in the white space.

**Dup** – If you “OK” or “Clear” a record, you can hit the F6 key to duplicate all data from the previous record. Very useful when entering multiple records with similar data.

**Esc key** – Used to exit the current screen. If you have multiple screens opened, the Esc button can be used repeatedly. You cannot Esc out of the application. The F12 key will also exit you from the current screen.

## II. TIPS & TRICKS

Keystone continues to add articles to our online **Knowledge Base**. Below are some useful articles for new Keystone Client users – please check them out. If you have additional topics to suggest, please email us at [clientcare@keyinfosys.com](mailto:clientcare@keyinfosys.com) – we are always happy to add more resources!

[How do I make the cursor easier to see in Keystone Client?](#)

[How do I create a duplicate record in Keystone Client?](#)

[My Keystone Client screen disappeared; how do I get it back?](#)

[Do you have a problem typing into lists in Keystone Client on a secondary monitor?](#)