

Edit Menu Options

Last Modified on 01/09/2023 3:06 pm EST

Selecting the Edit option, will display a list of several options from which the User may select. Some options are only available depending on which form is currently displayed. The Copy and Paste options function the same as in many Microsoft Office products and may also be triggered by using shortcut CTRL keys. These options are described below.

- **Copy** – If a section of text is highlighted on a data entry form and the User presses CTRL-C, the highlighted information will be copied to the windows clipboard; this information may be pasted into another area.
- **Paste** – If any text is currently on the windows clipboard, it may be pasted into any text field by selecting this menu option or by pressing CTRL-V.
- **Delete** – This option is used to delete a record. User Group permissions control what types of data records may be deleted by a User.

□