

New Data

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This button is used to enter New Data and is only available for use on data entry forms where a New button exists on the form. For example when selecting the Cancellations option from the Client Management module, the Cancellation Queue is displayed. Located at the lower right of the Cancellation Queue is a button labeled New. Since there is a New button displayed on this form, the New Data button on the Function Button Toolbar is illuminated. The User may click either the New button on the form or the New Data button on the Function Button Toolbar to setup a new Cancellation record.

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