Completing a UFS form

Regardless of which task you need to perform in UFS, there are several common principles that feature throughout. This section will illustrate those principles.

- Information will automatically default in to some fields as soon as the form is opened.

- If you click into a field and it turns yellow, it is a mandatory field and therefore must be completed before you can move on.

- Some forms will have several tabs containing different fields. The tab that is currently selected will be coloured blue.

- If you click into a field and the [...] icon appears, this signifies that there is a list of values to choose from, which can be accessed by clicking on the three dots or by pressing **Ctrl+L** on your keyboard.

- If you click into a field and the [...] icon does not appear, this signifies that it is a free text field; meaning that you can type freely to include any appropriate information.

- The **%** symbol acts as a wildcard in UFS when searching for information.

  *E.g. if you needed to raise a purchase order to Office Depot to order some stationery, in the supplier field you could enter **Office%** to find all of the University's suppliers beginning with the word **Office**.*

- Important messages will appear at the bottom left hand side of the screen, such as confirming that your work has been saved when you click the save icon on the toolbar, or letting you know if you are trying to proceed without completing a mandatory field.

If you prefer to use the keyboard instead of the mouse, some of these keyboard shortcuts will benefit you when navigating around a form.

List of Values	Ctrl L
Save	Ctrl S
Edit	Ctrl E
Exit	F4
Clear Field	F5
Clear Record	F6
Clear Form	F8
Duplicate Field	Shift F5
Duplicate Record	Shift F6
Query Enter	F11
Query Run	Ctrl F11