Appendix C: Function Keys

Function Keys

The Uninsured Motorist System (UMS) has additional capabilities programmed within the function keys. You can use function keys to move between primary sessions and secondary sessions. The primary session is when the original screen requested displays for processing. The secondary session is when you request to view a new screen while your primary session screen is “held” by the system. In this way, you can move from one screen to another without having to continuously exit and reenter system files.

For example, if you are currently viewing customer information on the LI screen and wish to find out more about their transaction history, you can type LTH in the FUNCTION field (on the LI screen) and press F6 to transfer customer information to the LTH screen. Customer information is automatically sent to this screen to save you time in reentering information. This feature enables you to use the system more efficiently with a quicker access to customer screens.

Function keys are generally located at the top row of your keyboard. These keys are numbered sequentially as F1, F2, and so on.

Below is an explanation of each function key and how it is used within the UMS system:

F1 Use the F1 key to return processing to the sign-on screen. However, if you are currently on the sign-on screen and press F1, processing returns to CICS. Note that the CLEAR key has the same function as this key, as does any other key not used for secondary session invocation.

F2 The F2 key returns you to the UMS main menu. This is the same result as if the user entered UMM in the function field.

F3 The F3 key is valid only in a primary session. It is ONLY used with screens that have a built in reference list (see UPOI). To use this key, enter the function code in the FUNCTION field, move the cursor to a selectable item on the reference list, and press F3 to invoke the limited secondary session.

F4 Use the F4 key to select a record from a scroll screen. Type a function code in the FUNCTION field, move the cursor to the applicable record, and press F4 to invoke the process.
On the URSV screen, you can use the F4 key in combination with the Shift key to move into a secondary inquiry session and display registration information on the URI screen.

F5 The F5 key is not currently used.

F6 Use the F6 key to carry information from the current screen to another inquiry screen after a change of function code.

F7 Use the F7 key to page backward on a scroll screen. This key can also be used on other screens which process more records than can fit on one screen. It is important to note that the UMS screen allows paging forward through the entire set of matches, but only allows backward scroll to a fixed amount of pages.

F8 Use the F8 key to page forward on a scroll screen. It can also be used on other screens which process more records than can fit on one screen.

F9 Use the F9 key when UMS internally invokes a scroll screen due to the specification of a duplicate key by the user. Place the cursor on the desired item and press F9 to return to the invoking function.

F10 The F10 key is not currently used.

F11 Use the F11 key to rescroll a function or reestablish the last scroll function. Change the function to the last scroll function invoked and press F11. This brings you back to the exact place you were on during your last scroll function. For an example of how this key is actually used, see “How To Move Into A Secondary Inquiry Session And Display Registration Information On The URI Screen” in the URSR Screen chapter of this manual.

F12 Use the F12 key in update functions to notify the system to update the database with the values shown on the screen.