



NAVIGATION

PHOENIX MENU BAR

User Reference

Instructional Support Services
Texas Woman's University
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The Phoenix Main Menu bar is located at the top of the Phoenix application window.

File Menu



The File menu lets you perform several actions in Phoenix:

New	Opens a new record in the active form.
Open	Opens the detail screen for the current selection.
Save	Saves any pending changes in the active form.
Save and Proceed	Saves any pending changes in the active form and advances to the next record.
Next Step	Updates the Process workflow in the Navigator by advancing to the next step in the process.
Export	Exports information in the active block to a tab-separated file which can be opened in a web browser or spreadsheet.
Place on Navigator	Creates an Icon in the Documents tab of the Navigator which can be used to recall the active form and its current record.
Log on as a Different User	Exits the application and displays the Phoenix Applications Logon window. This feature is not available when you sign on using the Personal Homepage.
Switch Responsibility	Closes all active windows and displays the Responsibility window.
Print...	Prints your current window. An application may override this action to allow printing of one or more specific reports.
Close Form	Closes all windows of the current form.
Exit Oracle Applications	Quits Phoenix Applications.

Edit Menu



Use the Edit menu to edit your data in Phoenix:

Undo Typing	Returns the field to the value it had when it gained focus.
Cut	Cuts the current selection to the clipboard.
Copy	Copies the current selection to the clipboard.
Paste	Pastes the contents of the clipboard into the current field.
Duplicate: Record Above	Copies all values from the prior record to the current record.
Duplicate: Field Above	Copies the value of the current field from the prior row.
Clear Record	Erases the current record from the window.
Clear Field	Clears the data from the current field.
Clear Block	Erases all records from the current block.
Clear Form	Erases any pending changes from the current form.
Delete	Deletes the current record from the database.
Select All	Selects all records (for blocks with multi-select).
Deselect All	Deselects all selected records except for the current record (for blocks with multi-select).
Edit Field...	Displays the Editor window for the current field.
Preferences: Change Password	Displays the Change Password dialog box.
Preferences: Profiles	Displays the Profiles window.

View Menu



The View menu provides you with the following options:

Show Navigator	Displays the Navigator window.
Zoom	Invokes custom defined zooms.
Find...	Displays the Find window to retrieve records.
Find All	Retrieves all records.
Query by Example: Enter	Invokes "Enter Query" mode to enter search criteria for a query-by-example.
Query by Example: Run	Executes the query-by-example.
Query by Example: Cancel	Cancels the query-by-example by exiting from 'Enter Query' mode.
Query by Example: Show Last Criteria	Recovers the search criteria used in the previous query-by-example.
Query by Example: Count Matching Records	Counts the number of records that would be retrieved if you ran the current query-by-example.
Record First	Moves the cursor to the first record.
Record Last	Moves the cursor to the last record.
Translations...	Displays the Translations window.
Attachments...	Displays the Attachments window.
Summary/Detail	Switches between the summary and detail views of a combination block.
Requests	Displays the Request window.

Folder Menu



The Folder menu lets you customize the presentation of data in a folder:

New...	Creates a new folder definition.
Open...	Opens an existing folder definition.
Save	Saves changes to the current folder definition.
Save As...	Saves current folder definition to a new name.
Delete...	Deletes an existing folder definition.
Show Field...	Displays a field that is currently hidden.
Hide Field	Hides the current field.
Move Right	Moves the current field to the right.
Move Left	Moves the current field to the left.
Move Up	Moves the current field up.
Move Down	Moves the current field down.
Widen Field	Increases the width of the current field.
Shrink Field	Decreases the width of the current field.
Change Prompt...	Changes the prompt for the current field.
Autosize All...	Adjusts all field widths to completely show their data.
Sort Data...	Specifies sort order for the first three fields by ascending, descending and no ordering.
View Query...	Displays the query criteria for the current folder definition.
Reset Query	Erases the current query criteria.
Folder Tools	Displays the folder tool palette.

Tools Menu



The Tools menu represents the pull down options available when a Navigator window is active. The Tools menu will vary depending on the form that is active.

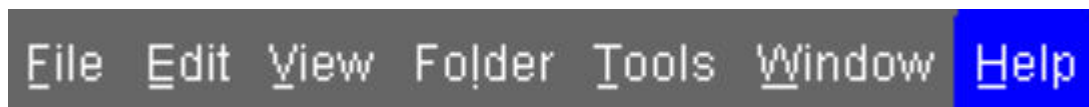
Window Menu



The Window menu displays the names of all open application windows and window placement options:

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|--------------------------|--|
| Cascade | Displays any open windows in a "cascaded" or stair-stepped fashion. |
| Tile Horizontally | Displays any open windows in a horizontally "tiled" (non-overlapping) fashion. |
| Tile Vertically | Displays any open windows in a vertically "tiled" (non-overlapping) fashion. |
| 1 (Open Window) | Displays a list of open windows titles in the order in which they are stacked. |

Help Menu



Use the Help menu to get additional information about Phoenix Applications:

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| Window Help | Displays help for the current window. |
| Phoenix Applications Library | Displays a window that lists all available Phoenix Applications help text. |
| Keyboard Help... | Displays the current key mappings of specific functions and menu options. |

Diagnostics	All of the entries in these menus are used for debugging. You may be asked to use some of these functions if you need to contact Phoenix Support. You may not have access to all of these functions. See your System Administrator for additional information.
Display Database Error	Displays the last database error.
Examine	Displays the underlying Phoenix Forms block and item corresponding to a field on the form.
Logging	Launches the generic logging system pages.
Test Web Agent	Performs a check of the Web Agent to determine if it is configured properly.
Trace	Turns SQL*Trace on and off with different parameters. SQL*Trace provides performance information on individual SQL statements.
Debug	Turns on the Phoenix Forms Debugger, provided the form you are currently in was started in debug mode.
Properties	The Properties submenu provides diagnostic information for Items and Folders.
Item	Displays the values for properties of the current item.
Folder	Writes diagnostic information about the current folder to a file in the temporary directory.
Custom Code	The Custom Code submenu is an option group, allowing you to change the mode of the custom library.
Normal	The custom library is used. This is the default.
Off	Turns the custom library off, disabling Zooms and any other custom code.
Core Code Only	When this option is set, APPCORE will bypass branching into the custom libraries and bypass branching into the vertical libraries.
Show Custom Events	This option will display messages at runtime to indicate which events are passed to the custom library.
Record History	Displays information about the current record.
About Phoenix Applications...	Displays information about the current application, including version and environment information.