# Standard Toolbar

# Contents

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This toolbar is available where applicable on most C-TMS screens and allows users to find their way around the data. The toolbar provides scrolling and query functionality.



- The arrows as indicated move to the first record, previous record, next record, last record.
- **?..** - 'ENTER QUERY' clears the screen of data and allows you to type a value into one of the fields.
- **?** - 'EXECUTE QUERY' allows you to search for any records matching the value you have entered.
- **Clr** - clears the query.

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