Under the **"File", "Edit", and "Tools"** drop down menus, you will find the exact same action buttons as on the MUNIS Toolbar. Once you enter a program, you will need to select an "action", whether you want to find existing records, add new records, update existing records, delete existing records, etc…

Here are the Icons and their definition, along with the keyboard "shortcut" if you don't want to use your mouse to click them:

Icon	Definition	Keyboard Shortcut	Icon	Definition	Keyboard Shortcut
	OK/Accept	Enter/Return		Display	
	Cancel	Esc		Output/Print	Ctrl-P
	Cut	Ctrl-X		Save/Spool to a File	Ctrl-S
	Copy	Ctrl-C		Export to Word	n/a
	Paste	Ctrl-V		Export to Excel	n/a
	Query Wizard	Ctrl-Q		Attachments	n/a
	Find	Ctrl-F		MapLink	n/a
	Browse	Ctrl-B		Tyler CM	n/a
	Add	Ctrl-A		Add to Favorites	n/a
	Update	Ctrl-U		MUNIS Help	F1
	Delete	Ctrl-D			