# CSR quick reference

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| <Enter> Accept: | Continue or Start a Search. |
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| <F1> Toggle: | To move position of cursor into another field on the screen. |
|  |  |
| <F3> Vides: | Shows a list of any alternatives to the surname entered. |
|  |  |
| <F4> Criteria: | To remove the list of finds without removing the contents of the County and Search Fields. |
|  |  |
| <F5> Select: | Select a highlighted option. |
|  |  |
| <F6> Change Year: | This will allow you to enter the year to be searched. The system will always default to the current year. |
| <F7> Pencil Notes | To view pencil notes |
| <F8> County List:  <F8> Burdens (View CSS) | When the cursor is in the County Code field, the use of this key will display a list of counties and allow one to be selected.  To access list of burdens deeds affecting the S of S. |
|  |  |
| <F9> CSS: | To view CSS |
|  |  |
| <F10> Quit: | Returns you to the previous screen. Use this key to go back to the main menu screen and to exit CSR/CSS. |
|  |  |
| <F11> Previous Year: | To change to the Previous year. |
|  |  |
| <F12> Next Year: | To change to the Previous year. |

**Create a closing note**

1.0 Search a CSS Enquiry - If there is a CSS enquiry go to step 1.1. If there is **not** go to step 1.2.

1.1 With the CSS enquiry on your screen look to the F options at the bottom of the screen and click F9 others

1.1.1 A menu will show select CSS notes by clicking the RETURN key. select Y

1.1.2 Enter todays date/ the note type will be B (this means black note) / type your note (see KIR wiki stage 2.9.1 for example.

1.2 From main Menu select 'Create CSS Note' by highlighting the option and click F5.

1.2.1 Fill in County, CSS number, todays date, the note type will be B (this means black note), and type your note (see KIR wiki stage 2.9.1 for example) click enter to save note.

1.2.2 Search this enquiry using the CSS enquiry option on the main menu and the search sheet no

**Closing a CSS Enquiry**

1.0 With the CSS enquiry on your screen look to the F options at the bottom of the screen and click F9 others

1.1 A menu will show select 'Close CSS' by clicking the RETURN key - select Y