

B ACTS Function Keys

The following F keys are available on the [Worker Alert System Main Menu](#):

- F1 (HELP)
Press F1 for Help Screens.
- F2 (EXIT)
Press F2 to exit.
- F7 (QUICK)
Press F7 for a Quick Alert Count.
- F8 (CLOSE)
Press F8 to close all alerts for a participant.

Key the case number or SSN in the appropriate field and press F8. A pop-up window displays requesting confirmation of a Quick Close. This field defaults to N. Key Y and press ENTER. All alerts associated with the case number or SSN close.
- F9 (RETURN)
Press F9 to return to the previous screen.