


To move between different sections of an In Progress JV, use the **Previous Section**  and **Next Section**  icons.

To go from the Transaction Detail block to the Document Header:

Click **Previous Section**  or click **Tools** on the menu and select **Header Information**.

To go from the Document Header to the Document Number (Key Information block):

Click the **Start Over** button

A rectangular button with a blue border and the text "Start Over" in blue.

You can access the sections in a page using the **Tools** menu. If you do not wish to use the Previous and Next Section icons, the Tools menu will provide you with a list of the sections you can access.