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# Decisions User Help

## Using Shortcut Menus in the Decisions Application

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# Using Shortcut Menus in the Decisions Application

The Genesys Decisions scenario planning application supports the following shortcut menu options:

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Shortcut menus are accessed by right-clicking an object or an area of the interface.

## Accessing Edit Mode

1. Right-click any cell.
2. Click the **Edit Mode** option on the shortcut menu.  
Edit mode is now on and any editable cell can be changed without the scenario recalculating.
3. To recalculate the main grid, deselect **Edit Mode** using either the shortcut menu or under **Display Options**.

## Hiding all Calculated Metrics

1. Right-click any editable cell.
2. Click the option **Hide All Calculated Metrics** on the shortcut menu.  
All calculated fields are now hidden.
3. To turn it off, open the shortcut menu and click **Hide All Calculated Metrics** to deselect it.

## Copying a Cell Value to Remaining Row Cells

1. Right-click any editable cell.

2. Click the option **Copy this value to remaining row cells** on the shortcut menu.
3. Choose a date range (start date and end date) to which you would like this value to be applied. The selected cell value will replace the cell values in the columns of the scenario within the date range selected. For example:

	6-Oct	6-Nov	6-Dec
<b>Initial Values</b>	10	5	5
<b>After Right-Click Function</b>	10	10	10

## Growing or Shrinking Cell Values in a Row

1. Right-click any editable cell.
2. Click the option **Grow/shrink this value and values in the remaining row cells** on the shortcut menu.
3. Enter a percent by which the cell values should be changed.
4. Choose the option **Grow** to increase or **Shrink** to decrease the cell values by the percentage.
5. Choose a date range (start date and end date) for which you would like this value to be applied. The value of the cells in the selected range will increase or decrease according to the percent specified.

For example, by entering 20 percent growth in the **Grow/Shrink Values** window, you would see the following change:

	6-Oct	6-Nov	6-Dec
<b>Initial Values</b>	10	10	10
<b>After Right-Click Function</b>	12	12	12

## Spreading a Value Evenly Across Cells

1. Right-click any editable cell.
2. Click the option of **Spread value evenly among this and remaining cells** on the shortcut menu.
3. Enter a numerical value.
4. Choose a date range (start date and end date) for which you would like this value to be applied. The value of the cells in the selected range will increase or decrease according to the percent specified.

For example, by entering 40 in the **Spread Value Evenly** window for 6-Oct through 6-Dec, you would achieve the following results:

	6-Oct	6-Nov	6-Dec
<b>Initial Values</b>	10	10	10
After Right-Click	13.3	13.3	13.3

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Function			
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## Pasting Values from the Clipboard into a Cell or Row

1. Select the desired values from the source application and copy it to the Windows clipboard.
2. In Genesys Decisions, right-click any editable cell.
3. Click the option **Paste from clipboard** on the shortcut menu.

### Tip

If one cell in a row is selected, the first entry on the clipboard will be pasted into it. If adjacent cells from a spreadsheet are copied, the multiple values are pasted to adjacent cells in the grid. Also, numbers can only be copied from Microsoft Excel. Word or Notepad values cannot be copied and pasted.

## Transposing and Pasting Values from the Clipboard into a Row

1. Select the desired values from the source application (Microsoft Excel), and copy it to the Windows clipboard.
2. Right-click the first cell in the row to which the data will be transposed and pasted.
3. Click **Transpose and paste from clipboard** on the shortcut menu.  
Values from the clipboard in column form will be transposed to a row and pasted to the selected cells in a row.

## Copying Selected Cells

1. Right-click any cell.
2. Click the option **Copy Selected Cells** on the shortcut menu.  
The highlighted cells will be copied and placed into the Windows clipboard.

## Copying Selected Cells with Headers

1. Right-click any cell.
2. Click the option **Copy Selected Cells With Headers** on the shortcut menu.  
The highlighted cells will be copied and placed into the Windows clipboard with the row and column headers (that is, metric names and dates).