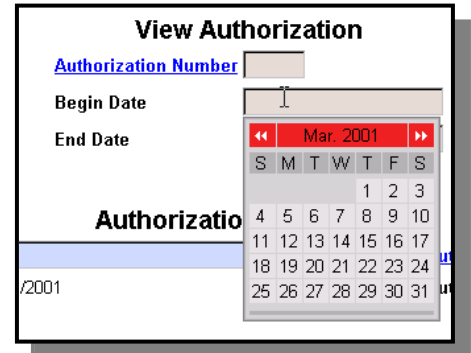


Keyboard Shortcuts

Users can use date and time short-cut keys to enter specific information within date and time fields. As with the other shortcut keys, this will make data entry more easy and efficient for users. It will also ensure that dates are entered appropriately. Users will make fewer errors in determining dates if most dates they enter, such as the current date, can be entered by the application.

- T=Today's Date
- Y=January 1st of the current year
- E=December 31st of the current year (the year's end)
- M=The first day of the current month
- L=The last day of the current month
- N=Now (current time)
- C=A pop up calendar displays, select the date of choice.



Short-cut keystrokes are available throughout the application that allow for the execution of action buttons without using the mouse. This will help users reduce wrist fatigue and make the data entry of multiple records more efficient. The action items available include:

- Ctrl+Shift+A=Add
- Ctrl+Shift+U=Update
- Ctrl+Shift+D=Delete
- Ctrl+Shift+C=Clear
- Ctrl+Shift+P=Print
- Ctrl+Shift+N=New
- Ctrl+Shift+L=Lookup
- Ctrl+Shift+V=View
- Ctrl+Shift+R=Refresh
- Ctrl+Shift+S=Search
- Ctrl+Shift+H=Help

The up and down arrows on the keyboard can be used to scroll through the selections in an option list.

The space bar can be used to perform the same function as clicking on a button with the mouse.