



Helper Hot Keys

List of Helper Hot Keys

1. You can use the Plus and Minus keys to change the date in any Date Field once the cursor is placed in the Month, Day or Year field.
2. You can display today's date from any Date Field by selecting the "T" key.
3. Try moving around in screens using the TAB key, it's a lot faster than using the mouse.
4. Press Ctrl + Enter from a Date Field to bring up the Calendar.
5. All Date Fields have some very special features. Try pressing the left and right arrow keys when in a Date Field, then try pressing the up and down arrow keys.

You will see that you can adjust the date, using only the four arrow keys.

6. You can use "Hot Keys" to access certain screens in Helper and save time during data entry.

Try using:

F1 - To access Help and the How To Guide

F3 - To run Reports

F4 - To go to Progress Notes

F5 - To add a New Facesheet

F6 - To add a Session

F7 - To add a Payment

F8 - To add an Adjustment

7. Press Ctrl+F1 to access your system information screen.
8. The ESC key is a great way to exit a window. Use it instead of selecting the cancel, close, done or finished with this screen choices.