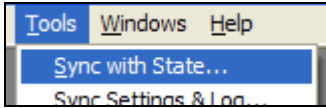


BTOTS v2.5 Shortcut Quick Reference

Shortcuts General to Windows

Selecting Menu Items with Alt Key

Press the Alt key plus the underlined letter to open a menu. Press an underlined letter of a menu item to select an item.



Tabbing Between Fields

Use the Tab key to advance focus in data entry fields. Alternatively, Shift + Tab to go backwards. A dotted rectangle is often used to show which data entry field has focus.



Activating a Control that has Focus

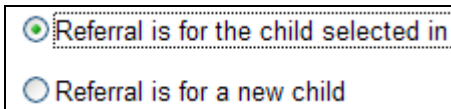
Use the spacebar to activate a control that has focus. This applies to buttons, checkboxes, radio buttons, and more.

Clipboard Shortcuts

The following shortcuts apply to text fields: Ctrl + X (Cut), Ctrl + C (Copy), Ctrl + V (Paste), Ctrl + A (Select All)

Selecting Radio Buttons

Use arrow keys to change a selection in a group of radio buttons.

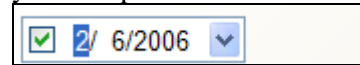


Date/Time Dropdown

For date/time dropdowns with a checkbox, use the spacebar to activate it once it has focus.



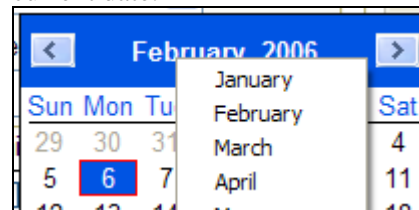
Once active, the right and left arrow keys move focus between the checkbox, month, day, and year components of the date.



Up and down arrow keys (or plus and minus keys) increase/decrease the selected component of the date. Alternatively, you can type the value in directly. Pressing “/” or “.” causes the focus to be moved forward to the next component of the date.

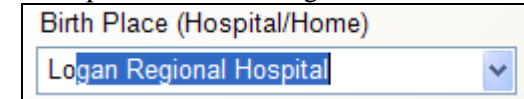
Date/Time Dropdown Calendar

Clicking the down arrow after a date will bring up the calendar and allow you to select a date with your mouse. Left click on the month to jump to a specific month. Left click on the year to jump to a specific year. Click on “Today” at the bottom of the calendar to jump to the current date.



Auto-complete Dropdown Menus

Most of the dropdown menus found in BTOTS have an auto-complete feature. Simply start typing when the dropdown has focus and it will attempt to match existing entries in the list.



Textbox Field Shortcuts

The following shortcuts apply to text fields as well as some other controls such as dropdown menus.

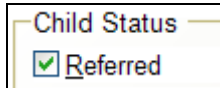
Home	Moves cursor to start of line
End	Moves cursor to end of line
Ctrl + Home	Moves cursor to start of text
Ctrl + End	Moves cursor to end of text
Ctrl + right arrow	Moves cursor one word to the right
Ctrl + left arrow	Moves cursor one word to left
Shift + commands above	Performs a selection of the text while moving the cursor
Ctrl + Delete	Deletes the word to the right of the cursor

BTOTS v2.5 Shortcut Quick Reference

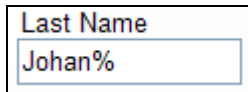
Shortcuts Specific to BTOTS

Find Child Screen Shortcuts

Use Ctrl + F to open the Find Child screen.
You can change the Child Status filter by using Alt + first letter of the status (e.g., Alt + R to check/uncheck Referred)



The Last Name field will accept a partial last name (e.g., “Joh” for “Johansen”). Use “%” for wildcard matching (e.g., “Johan%” will return “Johanson” and “Johansen”).



The list will automatically be refreshed once you press tab to advance to the First Name field.

You can select the first nine children in the list using the keyboard by pressing Alt + # (e.g., Alt + 2 selects the 2nd child in the list). Pressing Enter will open the child folder.

You can select multiple children by holding down Ctrl key while clicking. To select a range of children, click the first child in the range, press and hold the Shift key while clicking the last child in the range. Pressing Enter will cause the child folders for all selected children to be opened.

Closing Groups of Windows

You can minimize/close a group of specific windows using the Windows menu.

Child Referral, Find Child, and Reports

Ctrl + N opens the Child Referral form.
Ctrl + F opens the Find Child screen.
Ctrl + R opens the Report List
Ctrl + L opens the Class List

Child Action Forms

Child action forms are the screens that have series of steps to complete. The Child Referral, Enroll, Annual Review and Exit forms are examples of child action forms.

You can go to the first data entry field in a child action form by pressing Tab once.

You can advance to the next step by pressing Enter while the focus is on one of the data entry fields (with exception of the Cancel button).

You can cancel a child action form by pressing the Esc key and pressing spacebar in the cancel confirmation screen.

New Child Referral Alt Key Shortcuts

Step 1 – Enter Initial Child Information:

Alt + I to select ‘Initial Referral’
Alt + T to select ‘Transfer Referral’

Step 2 – Check Existing Children &

Step 3 – Check State DB:

Alt + S for ‘Match’
Alt + N for ‘No Match’

Step 4 – New Child Information:

In the ‘Ethnicity and Race’ section, to select if a child is ‘Hispanic/Latino’, use
Alt + Y for ‘Yes’
Alt + N for ‘No’

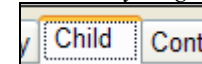
State Sync and Backup screens

You can close the State Synchronization and Backup screens by pressing the Esc key.

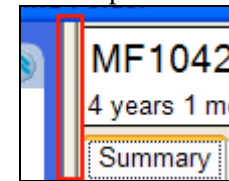
Child Folder Shortcuts

You can change which tab you are viewing by using the left and right arrow keys when the tab has focus (i.e., dotted rectangle around tab name).

Note: When you first open a child folder the Summary tab is focused although the dotted rectangle is not showing. Press your right arrow key to go to the Child tab.



For additional space to view one of the child tabs, double click on the resize bar between the Child Actions and tabs to close the Child Actions sidebar. You can then resize the child folder or maximize it. Click once on the resize bar to open the Child Actions again.



Alert Display

Double click on a child listed in the Alert Display to open the associated child folder.

Alert Display		
Severity	Date	Child
Urgent	2/2/2006	Baker, En