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.
2. You can display today's date from any date field by pressing 't'.
3. Try moving around in screens using the TAB key, its 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. Use the F4 key as a short cut to open Progress Notes.
8. Use the F3 key as a shortcut to print or view reports.
9. To add a new patient, use the F5 key as a shortcut.
10. Press Ctrl+F1 to access your system information screen.
11. Press F1 anywhere in the program to get help for the current screen.
12. When you see a letter in a button that is underlined, press alt+that letter to press the button.
13. The ESC key is a great way to exit a window. Use it instead of pressing the cancel or close or done or finished with this screen button.