

Version

1.7.0

PADG, INC.

The Great Multitude

User Manual

THE GREAT MULTITUDE

User Manual

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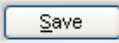
Hot Keys

A.1 Introduction

Hot Keys enable the user to quickly navigate on a page, screen or window by using the keyboard to make a selection instead of requiring the user to transition from the keyboard to the mouse, click on a selection, and transition back to the keyboard. This not only saves time when multiple tasks are to be completed, but also allows the user to maintain focus and concentration on the entry of data without interruption.

A.2 Using Hot Keys

In TheGreatMultitude, Hot Keys are activated by pressing and holding down the Alt Key on the keyboard and then pressing the appropriate letter key to initiate the desired action, then releasing the Alt Key.

Hot Keys can usually be identified on a particular page, screen or window by the underlined letter of a menu item or within a button. For example, the Hot Key to activate the Tools utility is Alt+O, note that the letter o in Tools is underlined. The Hot Key to activate the Save button  is Alt+S, note that the letter S is underlined on the button.

Hot Keys are identified in this manual by the abbreviation Alt+X where X is the letter key to press to initiate a desired action.

A.3 Hot Key List

The following Hot Keys are available from within TheGreatMultitude. Not all Hot Keys are available from all pages, screen and windows. Some Hot Keys initiate a different action depending upon which page, screen or window is currently active.

- ALT+C Activates the Cancel Button or the Clear Button
- ALT+D Activates the Set Defaults Button
- ALT+E Activates the Edit Button
- ALT+H Opens the Help Window

ALT+K	Activates the OK Button
ALT+L	Activates the Search/Lookup Utility
ALT+N	Activates the Add New Button
ALT+O	Activates the Tools utility
ALT+P	Activates the Report a Problem Utility
ALT+R	Returns to the Main Partner Screen or Opens the Reports Window
ALT+S	Activates the Save Button or the Search Button
ALT+T	Activates the Delete Button
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ALT+X	Activates the Exit Button or Exits the Program

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