PAS Introduction - Shortcut keys

	SHORTCUT
TODAY	T + Enter key
YESTERDAY	Y + Enter key
TO FIND A PERSON	First 3 letters + F1 (Help key)
TO FIND A HOSPITAL	First letter of Hospital + F1 (the Help key) NB: If hospital begins with St. you cannot use this so start with 1st letter of hospital, eg M for St Michaels, A for St Austell
TO FIND A DEPARTMENT	First letter + F1 (the Help key)
TO FIND A WARD	First 2 letters of hospital code, First letter of ward + F1 (the Help key) eg to find Short Stay Unit T R S+F1
TEMPORARY FOLDER	T F + Enter key
TEMPORARY FOLDER AMALGAMATED	T F Ay + Enter key
TEMPORARY FOLDER TO BE AMALGAMATED	T F 2 B Ay + Enter key
TO COME IN	TCI + Enter key
TO EXIT THE HELP WINDOW	Press X (not Escape) OR F11
PAGE UP	P U or Control key + F2 or END key
PAGE DOWN	P D or Control key + F3 or END key
TO SEE MORE INFORMATION (+ SIGN)	Control key + F6 to see further information. Control key + F6 to go back to original screen
To see background information	Control key + F6