

FP2 - TIP 'O THE WEEK

KEYBOARD SHORTCUTS



Keyboard Shortcuts

Keyboard shortcuts can save time when moving between windows and working with records. Many veteran computer users love these shortcuts, while those who learned to use a computer after the mouse came along are not always that familiar with them.

Some menu items have a keyboard shortcut.
For example, to go to the "Fire Fighters" window, select either:

FirePro 2 → Fire Fighters
or simply key in "Ctrl + 2" (hold down the control key then press the number 2 key) on your keyboard.

For reference, this and other keyboard shortcuts are shown in the right hand column of the menus in FirePro 2.

FirePro 2	Reports
<u>P</u> roperties	Ctrl+1
<u>F</u> ire Fighters	Ctrl+2
<u>S</u> tandby Assignments	Ctrl+3
<u>M</u> eetings & Training	Ctrl+4
New Non-Property Incident	
Find Incident Report	▶
Find Inspection	▶
Find Inspection Checklist	
Building Permits	▶
Find By-Law Infractions	▶
Accounting	▶
Personnel Management	▶
Contact Manager	
<u>I</u> nventory	Ctrl+6
<u>O</u> perational Guidelines	Ctrl+8
<u>H</u> ydrant Information	Ctrl+7
<u>R</u> eminders	
Messages	▶
Create Email	
Set-Up Menu	
Maintenance Menu	

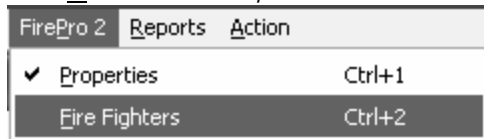
In conjunction with many windows, the Action menu offers additional keyboard shortcuts such as Ctrl F (= Find) and Ctrl E (= Edit)

In addition, you can use Ctrl A (Add) and Ctrl S (Show Details) throughout the program. For example, if you are on the properties window and wish to add a new property, you can hold down the "Ctrl" and the "A" key to add the new record.

(Note: On a Macintosh, use the "Apple" key instead of the "Ctrl" key.)

The "Windows" menu underlining shortcut is also supported.
For example another way to select the Fire Fighters window is to click

Alt-P-F. (The "Alt" key starts the process; "P" is the underlined letter in the FirePro 2 menu, and "F" is the underlined letter of Fire Fighters).



That's not all though!

You can also add records using the "Ctrl" key and clicking on the button for the type of record you wish to add (thus skipping over the list of records for that type).

For example, if you want to add an incident to a property, you can hold down the "Ctrl" key and then click with the mouse on the "Incident" button. This will take you straight to the window to add a new incident rather than to the window listing the incidents for that property.

With the invoice button on the incident window – there is no list associated with these invoices, unless there is more than one invoice entered, so to add a second invoice for this incident you have to hold down the "Ctrl" key and click the Invoice button.

Here's a quick look at some of the different commands available from the Property window. Always check the Action menu of each window to see what is available. Also if you ever want other items to be added like this, just let us know.

Shortcut Commands:		
Command	Shortcut	Notes
Add	Ctrl + "A"	Creates a new window ready for data entry.
Add (sub-files)	Ctrl + Mouse Click on Button	Creates a new window ready for data entry. (ie: any button that when clicked normally would bring up a window with an "Add" button).
Edit	Ctrl + "E"	Puts the window in Edit mode, placing the cursor in the first field ready for editing
Show list	Ctrl + L	Opens the "Property List" window
Find	Ctrl + "F"	Opens the "Find" window
Next	Ctrl + "N"	Opens the Next record
Previous	Ctrl + "R"	Opens the Previous record
Print Details	Ctrl + "P"	Opens the Printing Parameters window
Print Incident Reports	Ctrl + "I"	From the Properties screen, opens Incident Report Printing Parameters window and prints a list
Show details	Ctrl + S	Opens the associated details



Quote of the week:

You Know You're Getting Old When... Your joints are more accurate than the National Weather Service. *Unknown*