

Toolbars and Hot Keys Tech Tip



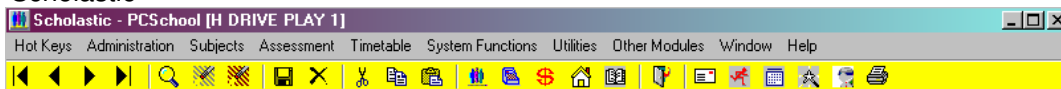
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Toolbars

The Different Toolbars

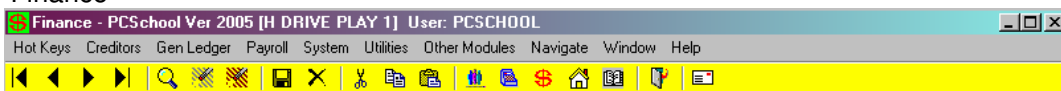
- Scholastic



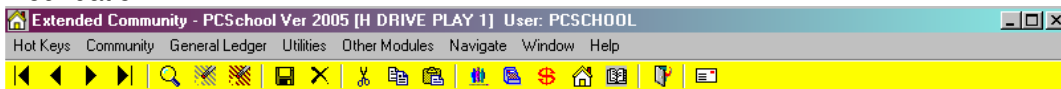
- Debtors



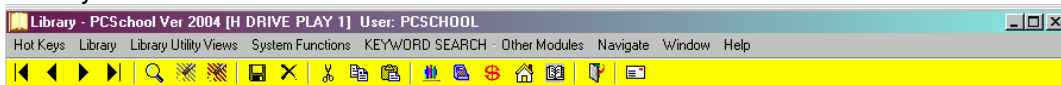
- Finance



- Foundation



- Library



Basic Features

Top Bar; This bar holds Information on the Module you are working in and will be similar in all Modules.



Working from left to right the Top line of the Toolbar will have the following information;

•		The Module Icon and name you are working in. Example is the Scholastic Module.
•	PCSchool [H DRIVE PLAY 1]	The name of the Work area you are in.
•	User: PCSCHOOL	The person logged onto PCSchool.
•		Minimise – Maximise (Restore) – Close

Middle Bar; Holds information regarding the Available Menus this will be different in all Modules with several buttons performing similar Functions.



Working from left to right the Middle Bar of the toolbar will have the following information;














•	Hot Keys: This button is the same in all Modules and will give you a list of shortcut Keys.
•	The next group of keys offers information available within each module
•	System Functions or System: Holds information specific to the Module you are in, most of these fields can be added to or edited.
•	Utilities: This button gives access to basic information that will be globally used throughout PCSchool.
•	Other Modules: Offers a choice of other Modules associated to the Main Module you are working in.
•	Window: Allows you to toggle between windows, the cascade tool is useful for this.
•	Help: Holds Help, information on the version of PCSchool and a link to Team Viewer.

Coloured Bar

The Icons on this bar allow you to move quickly between modules as well as several features exclusive to each Module. Hover over the Icons for a description. The colour can be changed on this bar if wished.


Starting at the left;



<ul style="list-style-type: none"> •  		<p>If you are in an indexed field, such as amongst fields, a Student, Family of Creditor Code these buttons will allow you to toggle to the:</p> <ul style="list-style-type: none"> • First arrow will take you to the First record. • Second arrow will take you to the Previous record. • Third arrow will take you to the Next record. • Fourth arrow will take you to the Last record.
<ul style="list-style-type: none"> •  		<p>The next group;</p> <ul style="list-style-type: none"> • If the field you are in is indexed clicking the Magnifier will bring up the search view. • First Eraser is a Clear button. This will not delete records. • Second Eraser is Clear All. This will not delete records.
<ul style="list-style-type: none"> •  		<p>The Next Group;</p> <ul style="list-style-type: none"> • Floppy Disc allows you to Save Records. • Cross will Delete Records, be careful how this is used.
<ul style="list-style-type: none"> •  		<p>Standard Cut, Copy and Paste buttons.</p>
<ul style="list-style-type: none"> •  		<p>These features are very useful for moving between Modules:</p> <ul style="list-style-type: none"> • People = Scholastic • Cash Register = Debtors • Dollar Sign = Finance • House = Foundation • Book = Library <p>You can have more than one version of PCSchool open at a time that will make it even quicker.</p>
<ul style="list-style-type: none"> •  		<p>Exit PCSchool.</p>
<ul style="list-style-type: none"> •  		<p>Feature Buttons</p> <ul style="list-style-type: none"> • Send an email to the selected Student.  • All open Student views will revert to the selected Student.  • Print the Students Timetable.  • Open the Subject Wizard, will open at a selected Student.  • Will take you to Find Student in Timetable.  • Print an open report from the available list. 

Hot Keys

There is a short reminder list available under the Hot Keys button of the Keyboard Shortcuts.

•	F5	Clear/Add
•	Ctrl+F5	Clear All
•	Shift+F2	Delete
•	F4	Search
•	F9	Find
•	F8	Next
•	F2	Save
•	Alt+F4	Exit
•	Ctrl+ 8 Stud Disc..	Any Value in Red, will take you to there.
•	Alt+ 1 Split Bill	Any Value in Blue, will take you there.
•	 Save and Clear F2	Three ways of performing the selected function.
•	Family Key: <input type="text"/> ...	Ellipsis button, Click to view lists.
•	Family Key: SMI <input type="text"/> ...	Search; first 'three' letters and F4.
•	Studen >> <input type="text"/>	>>; click to invoke a list.