

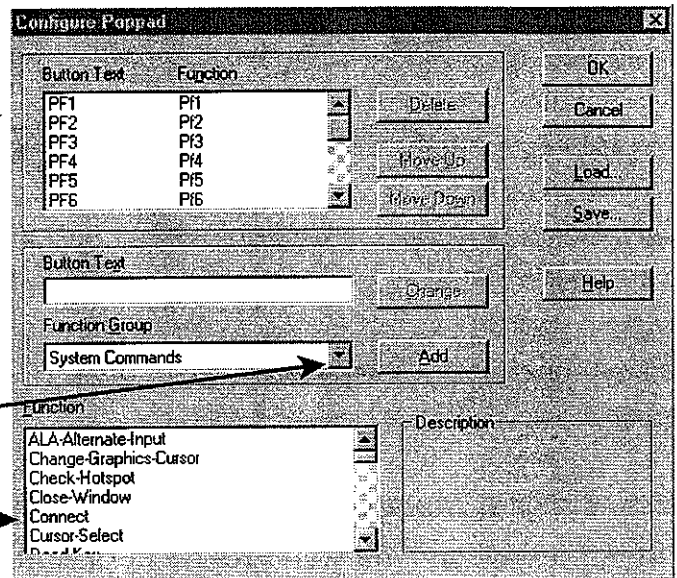
## Assigning Quick-Key Functions to the Poppad

Begin by clicking on **Options** in the menu bar. In the drop-down list, click on **Poppads...**  
The result will show the following **Configure Poppad** window:

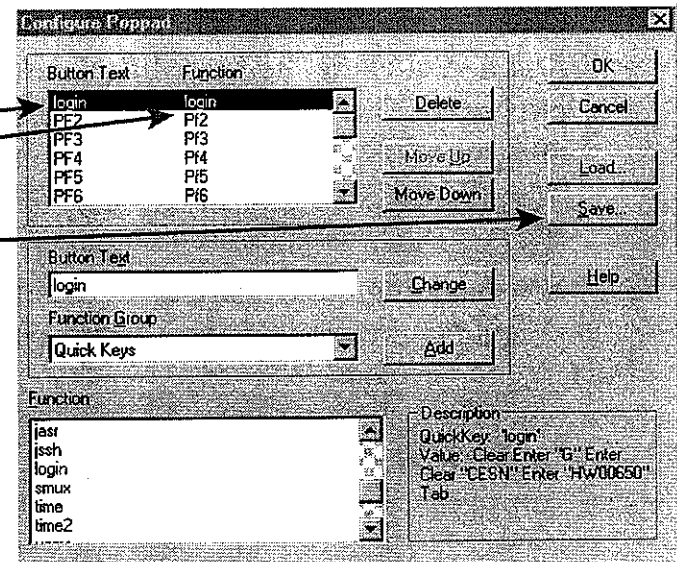
Note: *If adding to an existing Poppad, click on **Load** first and choose poppad.*

There are several sequential steps needed on this window when creating a new poppad:

1. Click on **PF1** in the first window
2. Tab down to the **Button Text** window and type your text for the button
3. In the **Function Group** window click on the down arrow and choose quick-keys
4. Choose a quick-key function in this window

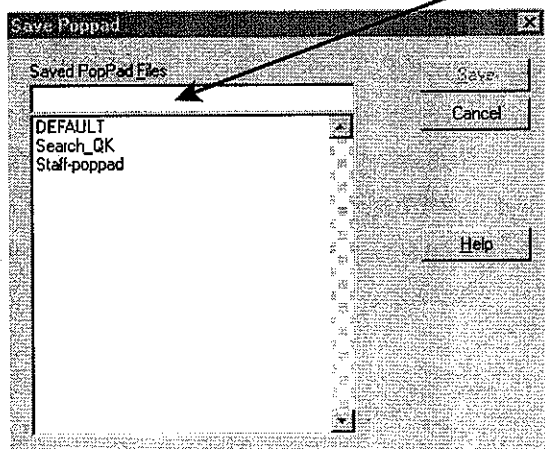


The next step is to click on the **Change** button and notice the PF1 lists your chosen **Button Text** and the selected **Function**



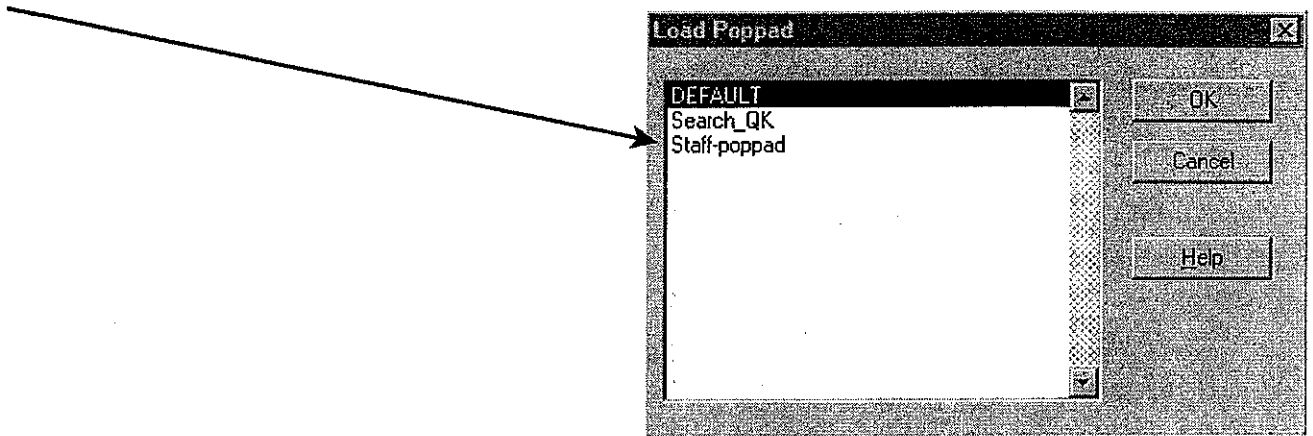
Next, click on **Save**

For a brand new poppad, type in the new name and click on **Save**



If everything went OK all screens will disappear.

To view and use your poppad, click on **View** in the menu bar. In the drop-down list click on **Poppad...** and the **Load Poppad** window appears. Choose your named poppad and click on **OK**



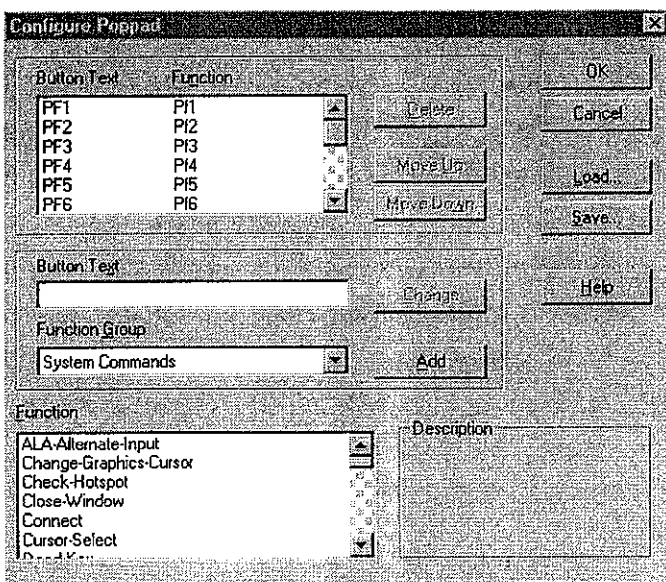
The result is you now have a poppad on your DHR screen. You can move this poppad anywhere you want, resize it, or minimize it to your Taskbar until you need it.

What this poppad would allow me to do is this:

Client comes into the office or I need to investigate a client. On a blank screen I type their SS# and click on the first button, **copyL**. This button selects the SS# and copies it to the clipboard. There is a paste feature in all the other button quick-keys, so, all you need to do is click on any quick-key button that uses SS# and quickly perform that function.



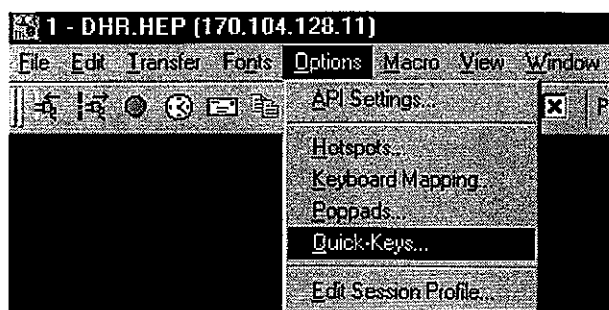
When adding quick-keys to an existing poppad, please remember to **Load** your existing poppad you want to add to. Otherwise you might add one button and lose the other 14.



1. DHR menu bar - click on Options
2. Poppads...
3. When this window comes up, click on **Load**.
4. Choose your poppad and click OK - this way all your previous buttons will remain.
5. You can also Delete, Add or move buttons on your Poppad.

## Commonly used Quick-Keys and the procedure to create them:

Click on **Options** and then **Quick-Keys...** as illustrated here.

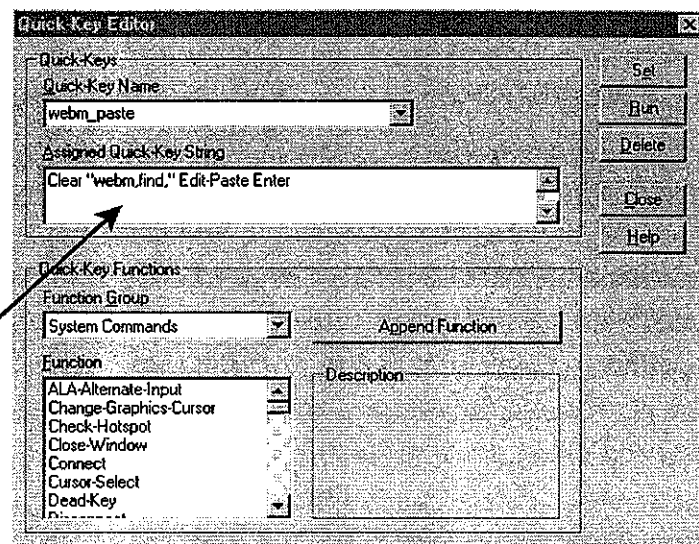


In the **Quick-Key Editor** window type a name for your **Quick-Key**.

Then type in the Quick-Key String of commands. Remember, computer commands do not have quote marks around them. What you would normally type on the DHR screen does have quote marks around them.

Remember to put a space between each command.

When your are done, click on **Set**.



Here is a list of several Quick-Keys you may be able to use. You can also create your own.

Select-Word-Left Edit-Copy

Select-Word-Right Edit-Copy

Run "calc.exe"

Clear "bein," Edit-Paste Enter

Clear "eclm," Edit-Paste Enter

Clear "fcas," Edit-Paste Enter

Clear "wsit," Edit-Paste Enter

Clear "wage," Edit-Paste Enter

Clear "smux," Edit-Paste Enter

Clear "ucms," Edit-Paste Enter

(needs a PA#)

Clear "Webm,Find,"

Clear "Webm,Find," Edit-Paste Enter

Pf3 pf3

Clear "notm,gs00000" Enter (speedy note)

Clear "notm,gs00001" Enter (new worker letter)

Clear "notm,cm07849" Enter (JOBS appt.)

Clear "notm,cm07869" Enter (JOBS concil.)

Clear "notm,cm07873" Enter (JOBS DQ)

Clear Enter "G" Enter "CESN" Enter "HXXXXXX" Tab (login)

Clear "p005" Enter "SSN" "last 4 digits of SSN" Tab Tab "Agency#" Tab Tab Enter (time)

# Quick-Keys for use with Tool Bar and POPPADS

**How to build a Quick-Key: On a DHR screen, click on Options, Quick Keys. In the Quick Key editor window, type a name for the Quick Key, tab to the Quick Key String window and enter one of the following Quick Key strings. Then click on Set.**

<b>Qkey Name</b>	<b>Quick Key String</b>	
<b>1 Login -</b>	clear enter "g" enter clear "CESN" enter "HXXXXXX" tab	
<b>2 Time -</b>	clear "p005" enter "SSN" "last 4 digits" tab tab "Agency#" tab tab enter	
<b>3 Copy Left:</b>	select-word-left edit-copy	
<b>4 Copy Right:</b>	select-word-right edit-copy	
<b>5 Webm Find:</b>	clear "webm,find,"	
<b>6 Webm Find:</b>	clear "webm,find," edit-paste enter	
<b>7 Clear Find:</b>	pf3 pf3	
<b>8 FCAS:</b>	clear "fcas," edit-paste enter	
<b>9 SMUX:</b>	clear "smux," edit-paste enter	
<b>10 ECLM:</b>	clear "eclm," edit-paste enter	
<b>11 WAGE:</b>	clear "wage," edit-paste enter	
<b>12 WSIT:</b>	clear "wsit," edit-paste enter	
<b>13 BEIN:</b>	clear "bein," edit-paste enter	
<b>14 F3</b>	pf3	
<b>15 UCMS:</b>	clear "ucms," edit-paste enter	
<b>16 MID1:</b>	clear "mid1," edit-paste enter	
<b>17 WISH:</b>	clear "wish," edit-paste enter	
<b>18 WCM1:</b>	clear "wcm1," edit-paste enter	
<b>19 CALC:</b>	run "calc.exe"	
<b>Speedy Note:</b>	clear "notm,gs00000" enter	(Speedy note - 11 lines available to type)
<b>New Worker:</b>	clear "notm,gs00001" enter	(New Worker Letter - fill it out and use)
<b>Jobs Appt:</b>	clear "notm,cm07849" enter	(JOBS Appointment Notice)
<b>Jobs Concil:</b>	clear "notm,cm07869" enter	(JOBS Conciliation Notice)
<b>Jobs Dq:</b>	clear "notm,cm07873" enter	(JOBS DQ Notice)