

## 15 SHORTCUT KEYS

## 15.0 SHORTCUT KEYS

The following identifies shortcut keys on various windows that can be used to perform functions on the keyboard instead of using the mouse.

### Main Menu

Alt + u = Upload Data  
 Alt + s = Student Selection  
 Alt + t = Training Track Line Selection  
 Alt + n = Country Profile List  
 Alt + m = MASL Selection  
 Alt + q = Quit and Exit TMS

### Country Profile window

Alt + a = Add Point of Contact  
 Alt + r = Load Rates  
 Alt + t = Training Track/WCN Selection  
 Alt + l = Country Allocations  
 Alt + m = MILDEP Ceiling List  
 Alt + p = PO Allocation List  
 Alt + c = Save and Close the window

### Country Profile List window

Alt + e = Edit  
 Alt + d = Delete  
 Alt + a = Add  
 Alt + c = Close

### Point of Contact window

Alt + d = Delete the Point of Contact  
 Alt + c = Save and Close the window

### Update Country Profile window

Alt + y = Yes  
 Alt + n = No

### Training Track/WCN Selection window

Alt + o = OK  
 Alt + c = Close the window

### Country Allocations window

Alt + r = Rollover  
 Alt + d = Delete  
 Alt + c = Save and Close the window

### MILDEP Ceiling List window

Alt + d = Delete  
 Alt + r = Rollover  
 Alt + c = Save and Close the window

### PO Allocation List window

Alt + d = Delete  
 Alt + r = Rollover  
 Alt + c = Save and Close the window

### Import Country Specific Data window

Alt + s = Go to SAN Login Webpage  
 Alt + n = Country Profile List  
 Alt + l = Clear all report selections  
 Alt + s = Save and Close the window  
 Alt + a = Select All Countries  
 Alt + e = Clear All Countries  
 Alt + i = Import STL  
 Alt + c = Save and Close the window

### Student Selection window

Alt + o = OK  
 Alt + c = Close the window

### Student List window

Alt + u = ITO Authorization  
 Alt + l = Default ITO Selection

Alt + v = View ITO  
 Alt + o = Delete ITO and Student  
 Alt + t = Student Training Track  
 Alt + a = Training Track List for Team Training  
 Alt + f = Find and Replace  
 Alt + d = Delete Student and ITO  
 Alt + e = Student Information Form  
 Alt + w = Sort by WCN  
 Alt + y = Sort by FY  
 Alt + s = Sort by Case  
 Alt + i = Sort by IA  
 Alt + p = Sort by Program Type  
 Alt + n = Sort by Name  
 Alt + u = Sort by ITO Number  
 Alt + c = Close window

### **ITO Authorization window**

Alt + i = Invitational Travel Order  
 Alt + t = Student Training Track  
 Alt + c = Close window

### **Default ITO Selection window**

Alt + o = OK  
 Alt + c = Close the window

### **Delete ITO and Student window**

Alt + y = Yes  
 Alt + n = No

### **Student Training Track window**

Alt + c = Close the window

### **Training Track List window**

Alt + c = Close the window

### **Delete Student window**

Alt + y = Yes  
 Alt + n = No

### **Student Information window**

Alt + l = Language Score List

Alt + r = Arrival Message  
 Alt + m = IMSI window  
 Alt + i = ITO Authorization  
 Alt + t = Student Training Track  
 Alt + p = Print Student Information  
 Alt + u = Undo  
 Alt + c = Save and Close the window  
 Alt + s = Existing Student List  
 Alt + b = IMS Medical Billing Information  
 Alt + v = Passport and Visa(s)  
 Alt + n = Position of Prominence  
 Alt + d = Dependents  
 Alt + e = Student Language Scores  
 Alt + o = Student Language Scores  
 Alt + g = Student Language Scores  
 Alt + f = Student Language Scores

### **Language Score List window**

Alt + f = Find and Replace  
 Alt + d = Delete  
 Alt + e = Language Score Form  
 Alt + a = Language Score Form  
 Alt + c = Close window

### **Language Score form window**

Alt + u = Undo  
 Alt + c = Save and Close the window

### **Arrival Message window**

Alt + e = Send E-mail notification  
 Alt + u = Undo  
 Alt + c = Save and Close the window

### **IMSI window**

Alt + u = Undo  
 Alt + d = Delete Bio Information  
 Alt + p = Print IMSI Information  
 Alt + c = Save and Close the window

### **Invitational Travel Order window**

Alt + 1 = Page 1  
 Alt + 2 = Page 2  
 Alt + p = View/Print Official ITO  
 Alt + v = View Planning ITO

Alt + c = Save and Close the window

### **Existing Student List window**

Alt + f = Find and Replace

Alt + o = Insert Student Information

Alt + c = Close the window

### **IMS Medical Billing Information window**

Alt + c = Save and Close the window

### **Passport and Visa(s) window**

Alt + u = Undo

Alt + d = Delete

Alt + c = Save and Close the window

### **Position of Prominence window**

Alt + u = Undo

Alt + d = Delete

Alt + c = Save and Close the window

### **Dependents window**

Alt + u = Undo

Alt + c = Save and Close the window

### **Default ITO List window**

Alt + d = Delete

Alt + a = Add/Edit

Alt + o = Copy Existing ITO Default

Alt + c = Sort by Country Code

Alt + a = Sort by Case

Alt + i = Sort by Implementing Agency

Alt + p = Sort by Program Type

Alt + e = Sort by Default ITO

Alt + c = Close window

### **Team After Action Summary Selection window**

Alt + o = OK

Alt + c = Close

### **Team After Action Summary List window**

Alt + f = Find and Replace

Alt + d = Delete

Alt + e = After Action Summary Detail

Alt + o =

### **After Action Summary Detail window**

Alt + p = Print

Alt + u = Undo

Alt + r = Recalculate

Alt + s = Existing Student List

### **Training Track Line Selection window**

Alt + o = OK

Alt + c = Close the window

### **Training Track Lines/STL window**

Alt + d = Delete Line

Alt + w = Delete WCN

Alt + n =

Alt + a =

Alt + y = Copy WCN

Alt + f = Find WCN

Alt + e = Training Line/STL Detail

Alt + u = Close window Without Saving

Alt + c = Save and Close the window

### **STL Edit Detail window**

Alt + r = After Action Summary

Alt + w = IMET Waiver Request

Alt + a = Add Training Line/Suffix

Alt + p = View Previous WCN, STL Edit Detail

Alt + n = View Next WCN, STL Edit Detail

Alt + u = Undo

Alt + v = MASL Prices and Duration List

Alt + m = MASL Selection

Alt + l = Locations List

Alt + c = Save and Close the window

### **IMET Waiver Request Selection window**

Alt + o = OK  
Alt + r = Reset  
Alt + c = Close window

### **IMET Waiver Request window**

Alt + u = Undo  
Alt + d = Delete  
Alt + c = Save and Close the window

### **MASL Selection window**

Alt + o = OK  
Alt + c = Close window

### **Training MASL List window**

Alt + t = MASL Text Search List  
Alt + f = Find  
Alt + g = Training Categories Selection List  
Alt + v = Training Military Articles and Services List (MASL)  
Alt + c = Close window

### **MASL Text Search List window**

Alt + s = MASL Text Search Selection  
Alt + c = Close window

### **MASL Text Search Selection window**

Alt + l = Clear  
Alt + s = Execute Search  
Alt + c = Close window

### **Locations List window**

Alt + a = Location Information  
Alt + d = Delete  
Alt + e = Location / IMSO Information  
Alt + f = Find  
Alt + c = Close

### **Location Information window**

Alt + u = Undo  
Alt + d = Location / IMSO Information  
Alt + c = Close window

### **Location / IMSO Information window**

Alt + p = Print  
Alt + i = Additional Location Information  
Alt + c = Close window

### **Additional Location Information window**

Alt + p = Print  
Alt + c = Close window

### **Training Categories Selection List window**

Alt + l = Clear All Selections  
Alt + o = OK  
Alt + c = Close window

### **Training Military Articles and Services List (MASL) window**

Alt + i = Additional Information  
Alt + n = MASL Note(s)  
Alt + v = Course Description  
Alt + c = Close window

### **Course Description window**

Alt + p = Print  
Alt + c = Close window

### **Expanded IMET Training MASL List window**

Alt + v = Training Military Articles and Services List (MASL)  
Alt + f = Find  
Alt + c = Close window

### **Oral Proficiency Interview Requirements window**

Alt + v = Training Military Articles and Services List (MASL)  
 Alt + f = Find  
 Alt + c = Close window

### **Single Country Reports Selection window**

Alt + a = Country STL Report Criteria  
 Alt + b = Country STL (Remarks) Report Criteria  
 Alt + @ = Country STL (Cost Brk Out) Report Criteria  
 Alt + d = Country STL (w/o Names) Report Criteria  
 Alt + e = E-IMET STL Report Criteria  
 Alt + f = STL by PO Report Criteria  
 Alt + g = STL Filtered by Dates Report Criteria  
 Alt + h = STL by MILDEP/Priority Report Criteria  
 Alt + i = STL by Priority/MILDEP Report Criteria  
 Alt + j = STL by Priority/MILDEP Report Criteria  
 Alt + k = STL by Tng Line Status Report Criteria  
 Alt + l = Invitational PME STL Report Criteria  
 Alt + m = STL OPI Requirements Report Criteria  
 Alt + n = Student Management Report Criteria  
 Alt + o = Student Count Report Criteria  
 Alt + p = Team Management Report Criteria  
 Alt + g = STL 100% Penalty Report Criteria  
 Alt + r = IMET Funding Report Criteria  
 Alt + s = MASL Selection Criteria  
 Alt + t = FMS Training (AN) Report Criteria  
 Alt + u = Non SA Training (AN) Report Criteria  
 Alt + v = PoP Criteria  
 Alt + w = MILDEP Ceilings Report Criteria  
 Alt + x = PO Allocations Report Criteria  
 Alt + y = IMET Training (AN) Report Criteria  
 Alt + z = IMET Students (AN) Report Criteria  
 Alt + 0 = IMET Students Report Criteria  
 Alt + 1 = E-IMET Students Report Criteria  
 Alt + 2 = E-IMET Summary (AN) Report Criteria  
 Alt + 3 = IMET Review Report Criteria

Alt + 4 = Lookup Student Name Report Criteria  
 Alt + 5 = Student by MASL Report Criteria  
 Alt + 6 = Cancellation Report Criteria  
 Alt + 7 = First Report Date Report Criteria  
 Alt + 8 = Report Date (PO) Report Criteria  
 Alt + 9 = Training Track End Date Report Criteria  
 Alt + Shift + 1 = ECL Test Schedule Report Criteria  
 Alt + Shift + 8 = ECL Test by PO Report Criteria  
 Alt + Shift + 3 = ECL Tracking Report Criteria  
 Alt + c = Close window

### **Report Criteria window**

Alt + t = TLA Displayed on Report  
 Alt + n = TLA Not Displayed on Report  
 Alt + a = Clear Criteria  
 Alt + c = Close window

### **Custom Report Form window**

Alt + o = Sort Sequence  
 Alt + v = View Data Table  
 Alt + p = Print Report  
 Alt + s = Save Report  
 Alt + c = Close the window

### **Custom Reports List window**

Alt + a = Custom Report Form  
 Alt + o = Copy  
 Alt + e = Custom Report Form  
 Alt + d = Delete A Custom Report  
 Alt + p = Print  
 Alt + c = Close the window

### **Resource List window**

Alt + f = Find  
 Alt + c = Close window

### **Re-Do Export window**

Alt + o = OK  
 Alt + c = Close window

**Set Download Path window**

Alt + c = Close window

**Set Upload Path window**

Alt + c = Close window

**Set Network Path window**

Alt + c = Close window

**User Role window**

Alt + c = Close window

**Set Network Path window**

Alt + c = Close window

**Reference Selection window**

Alt + g = Windows Explorer: c:\TMS\Upload

Alt + c = Close window