



1.800.925.2493

Student Manager Shortcuts

For more shortcut key detail:

<https://www.aceware.com/docs/ShortcutKeys.pdf>

F1 - Keyboard Shortcuts
F2 - Enrollment Report
F3 - Instructor Locator
F4 - Find Registration
F5 - Person Locator
F6 - Reset Files
F7 - Pay Grabber
F9 - Dashboard
F10 - Membership
F11 - Attendance Tracker

Alt + F1 - Repeat last course code
Alt + F2 - Repeat last query value
Alt + F3 - Stamp UDF Message
Alt + F4 - Stamp UDF Message
Alt + F5 - Stamp UDF Message
Alt + F9 - Payment History

Shift + F2 - Stamps Current Date
Alt + 3 - Copy Name info

Ctrl + F2 - Room Use Reporting
Ctrl + B - List Student Callbacks
Ctrl + E - About Student Manager
Ctrl + F - Find Firm
Ctrl + I - Find Instructor
Ctrl + K - Find Active Course
Ctrl + M - Mailing Labels
Ctrl + P - Names w/Codes
Ctrl + R - Names Roster



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