

## Hot Keys

FullCourt is a "point-and-click" program. This means that all you have to do to select an option or "push" a button or point your cursor at it, and click the mouse. In addition to point-and-click functionality, however, FullCourt also provides "hot keys" as an alternate way to move through the program. This is how hot keys work:

Notice that a letter of each word on the FullCourt menu bar is underlined. This underlined letter designates the "hot key" for that option. If you press the <Alt> key on your keyboard, and then type the underlined letter, you will see the drop-down menu for the option.

For example, to see FullCourt's "File" drop-down menu, you may either click on the word "File" on the menu bar, or type <Alt>-<F>. When the drop-down menu is displayed, you will see that those option names also contain "hot keys". The drop-down menu hot keys are even "hotter"—just type the letter to access the option. You don't even have to use the <Alt> key.

*In version 5.4.0.2008 the underline identifying the Hot Keys does not appear. If you hit the Alt or Tab key the underline will reappear. If you then roll over the tab with your mouse it will disappear again.*

**F2** – Names      **F3** - Criminal Cases      **F4** – Civil Cases      **F6** – Juvenile Cases      **F9** – Payment



Most used Hot Keys   **Alt-N** New   **Alt-S** Save   **Alt-D** Delete   **Alt-C** Close



Name Index 

**Alt-R**   Retrieve

**Alt-V**   Victims by Defendant

**Alt-N**   New Party : Opens adding new party window

**Alt-P**   Party Detail: Opens party detail window for party that hand indicator is on

**Alt-C**   Close: Closes the Names Index window

## Party Case Search



- Alt-R** Retrieve
- Alt-a** Case: Retrieves the case information window for case that hand indicator is on
- Alt-N** New Party : Opens adding new party window
- Alt-P** Party Detail: Opens party detail window for party that hand indicator is on
- Alt-C** Close: Closes the Names Index window

## Party Detail Drawers (in parentheses are new hotkeys within the drawer)

- Alt-j** Adjustment History (**Alt-t** Newest First, **Alt-U** Update Party)
- Alt-l** Aliases
  - Change Due Date (**Alt-O** OK, **Alt-a** Cancel, **Alt-H** Help)
- Alt-m** Employers (**Alt-t** Newest First)
- Alt-i** History (**Alt-D** Detail, **Alt-F** Oldest First, **Alt-M** Move, **Alt-P** Print, **Alt-e** Reassign Case)
- Alt-b** Probation Details
- Alt-T** Transactions
  - Unapplied Receipts (**Alt-P** Print, **Alt-a** New Party, **Alt-N** New Account, **Alt-i** Receipt, **Alt-m** Refund Payment)

## Charge Entry



- Alt-R** Retrieve
- Alt-S** Save (**Alt-O** Ok: accepts option chosen, **Alt-a** Cancel: cancels options)
- Alt-H** Help: Brings up help topic index
- Alt-o** Statute Lookup: brings up statutes to chose from if needed
- Alt-D** Detail:
- Alt-a** New Case
- Alt-N** New Charge
- Alt-B** Bond
- Alt-H** Hearing

**Alt-V** Victim

**Alt-W** Warrant

Citation Entry



**Alt-D** Detail

**Alt-a** New Case

**Alt-N** New Charge

**Alt-B** Bond

**Alt-H** Hearing

**Alt-i** Fines/Fees

**Alt-o** Statute Lookup

Criminal, Juvenile, Traffic Cases



Hot Keys for Buttons on bottom of page

**Alt-L** Label

**Alt-P** Print

**Alt-N** New : to enter new defendant

**Alt-S** Save

**Alt-D** Delete

**Alt-C** Close

Hot Keys for Drawer Options

**Alt-x** Exhibits      (**Alt-A** Sort by Assignee )

**Alt-J** Judge

Physical File Drawer (**Alt-h** Change: location)

**Alt-u** Prosecutor      (**Alt-t** Detail )

Reminders      (**Alt-I** Current User Only, **Alt-e** All Dates, **Alt-t** Standard)

Case Status History      (**Alt-E** Edit Last Status Change, **Alt-R** Revert to Prior Status)

Arrest Warrants ( **Alt-L** Statute Lookup)

**Alt-K** Attorneys

**Alt-B** Bench Warrants

**Alt-Q** Bonds (**Alt-x** Exonerate, **Alt-t** Convert, **Alt-a** Transfer, **Alt-i** Forfeit Notice, **Alt-y** Payment, **Alt-R** Returned Receipt, **Alt-o** Forfeit, **Alt-v** Convert Other, **Alt-f** Transfer Out, **Alt-P** Pretrial Release, **Alt-W** Write Off, **Alt-M** Move Receipt, **Alt-d** Void)

**Alt-Z** Charges

**Alt-t** Disposition Entry (**Alt-A** Amend Charge, **Alt-x** Clear Boxes, **Alt-I** Clear Dispo Data, **Alt-i** License, **Alt-t** Citation, **Alt-M** Minutes, **Alt-e** Result, **Alt-R** ROA)

Document Service (**Alt-F** Newest First)

**Alt-i** Hearings (**Alt-I** Result, **Alt-O** Oldest First)

**Alt-M** Minutes (**Alt-F** Newest First, **Alt-y** Add Party, **Alt-A** ROA, **Alt-u** Results, **Alt-H** Hearings, **Alt-E** Exhibits, **Alt-o** Copy, **Alt-t** Disposition Entry)


Overdue History (**Alt-t** Reset)

**Alt-a** Party

Probation Requirements (**Alt-o** Contacts)

**Alt-O** ROA's (**Alt-N** Newest First, **Alt-I** Zoom In, **Alt-O** Zoom Out, **Alt-P** Print, **Alt-m** Image)

**Alt-V** Victims (**Alt-J** Joint and Several, **Alt-L** Ledger, **Alt-P** Party, **Alt-t** Restitution)

 Civil Filing

**Alt-P** Process

**Alt-a** Case

**Alt-C** Close

 Civil Case Types

Hot Keys for Buttons on bottom of page

**Alt-L** Label

**Alt-P** Print

**Alt-N** New : to enter new defendant

**Alt-S** Save

**Alt-D** Delete

**Alt-C** Close

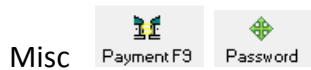
Hot Keys for Drawer Options if Different than Criminal (in parentheses are new hotkeys within the drawer)

Judgment (**Alt-t** Costs, **Alt-b** Disburse)

Supervisions (**Alt-F** Newest First, **Alt-O** Officers, **Alt-t** Contacts, **Alt-H** History, **Alt-i** Conditions, **Alt-u** Supervision Options)

Trust (**Alt-I** Post Interest, **Alt-R** Receipt, **Alt-b** Disburse)

Costs (**Alt-L** Ledger)



Hot Keys under **F9** Payment button

**Alt-S** Party Search

**Alt-O** Party Open Charges

**Alt-D** Party Detail

**Alt-a** Case

**Alt-P** Process

**Alt-C** Close

Hot Keys for Password Button

**Alt-O** OK

**Alt-x** Exit

Alt-H Help