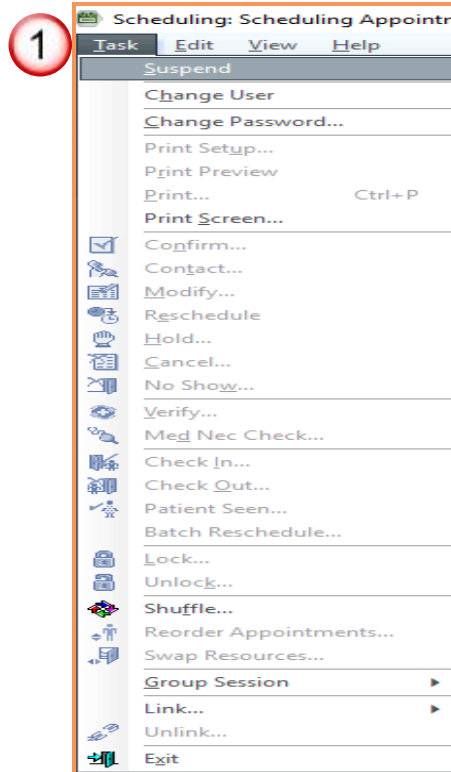
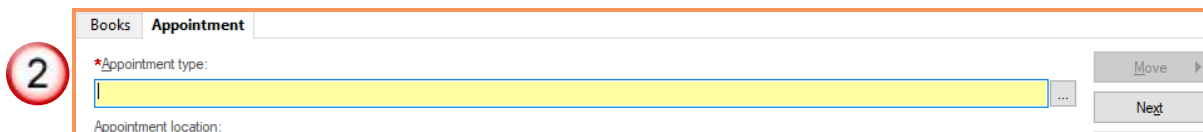


Hot Keys for Scheduling Appointment Book

1. **ALT+T** :Opens the task menu



2. **ALT+A** :Moves the cursor to the Appointment Type when scheduling an appointment





SCHEDULING HOT KEYS TIP SHEET

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3. **ALT+P** :Move the cursor to the person tab

3

4. **Shift+TAB** :Moves the cursor to the appointment type prompt when scheduling an appointment

4

5. **ALT+M** :Moves the appointment

5

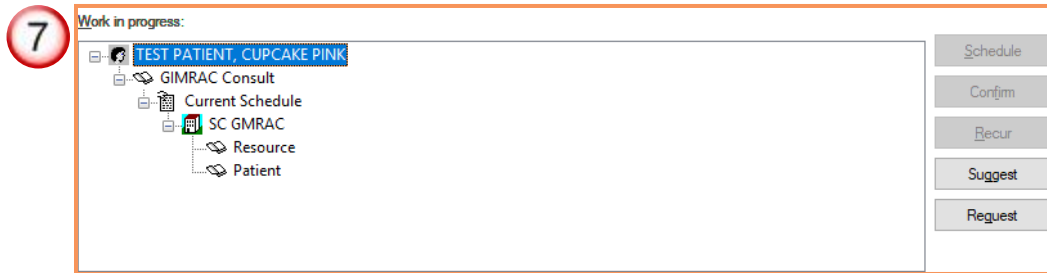
6. **ALT+C** :Clears the appointment prompts

6

SCHEDULING HOT KEYS TIP SHEET

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7. **ALT+W** :Moves the cursor to the work in progress box where you can sue the up and down arrow keys to navigate the tree



8. **ALT+S** :Begins the scheduling process

