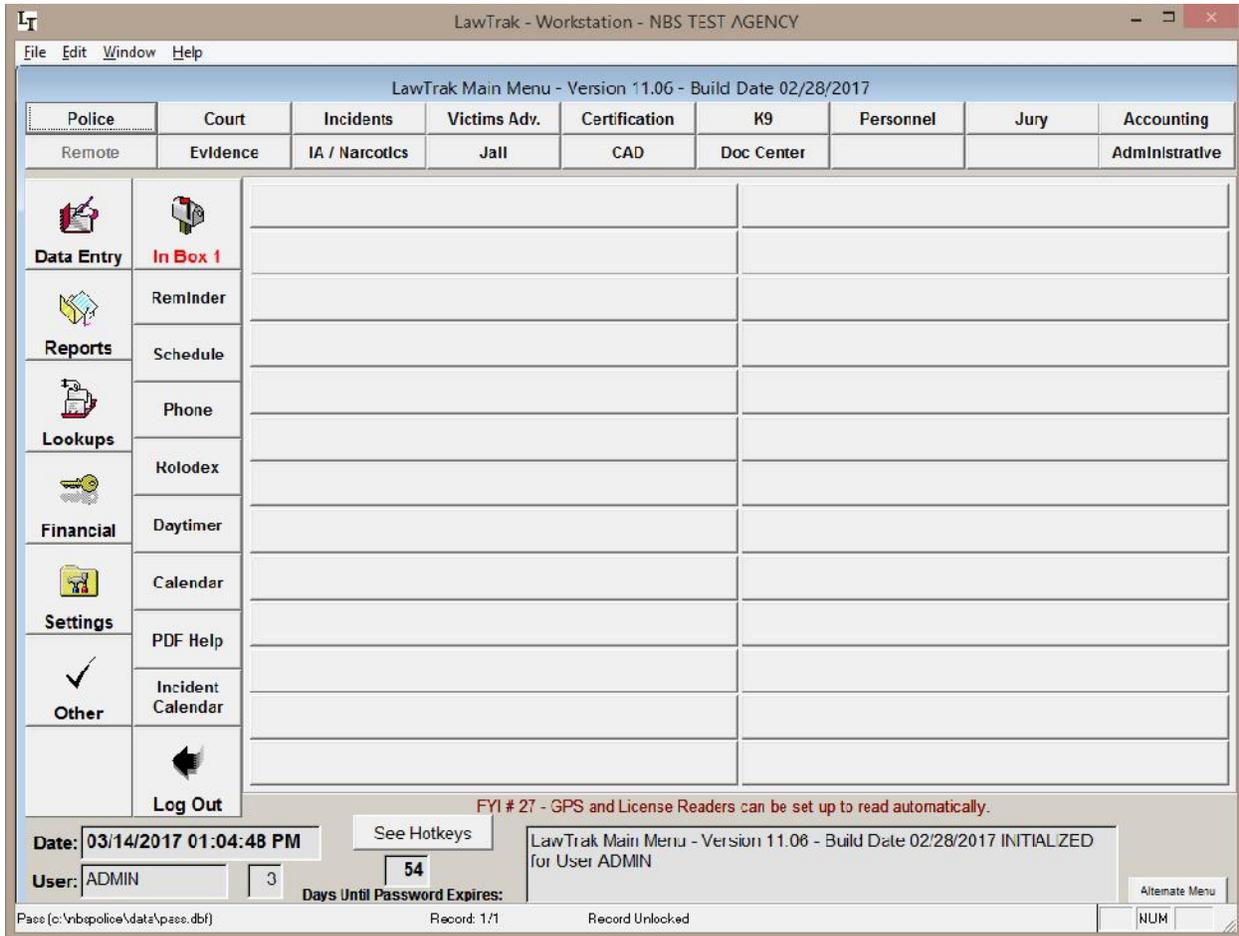


LawTrak Class Guide



Main Menu

The main menu has the access buttons to all of the modules the user is allowed into, such as Court, Incidents, etc., important alerts to items that need to be addressed, as well as some additional optional modules available to everyone.

Reminder
Schedule
Phone
Rolodex
Daytimer
Calendar
PDF Help
Incident Calendar

Most of the additional modules are hot-keyed, so you can access them at any time from anywhere in the program. For example, if you pressed F5 anywhere in the program, your personal Calendar will pop up. Once you exit the calendar page, you will be taken back to where you were in the program.



There is also an Alerts button that will let you know when routine maintenance needs to be done on the files, when your site license is about to expire, and other items that may need attention. Please pay attention to and fix any alerts that are displayed as soon as possible.

Additional alerts and warnings will pop up if you are an administrator in certain areas letting you know if monthly or yearly reports have not been run on time, and when it's time to change various settings.

Shortcut Keys

Hotkeys	
F1 - Help in Fields with Blue Labels	<Ctrl> + 0 - User Defined Documents and Programs
F2 - Today's Date	<Ctrl> + F1 - Request CAD Times from Incidents (Remotes)
F3 - Current Military Time	<Ctrl> + F2 - See Post-It Notes
F4 - Remote Notes - NOT USED	<Ctrl> + F5 - Signal Unit Out In CAD
F5 - Personal Calendar	<Ctrl> + F6 - Expand Unit Out to See Location in CAD
F6 - Statutes Lookup by Words	<Ctrl> + F7 - Subject Screen in CAD
F7 - Spell Checker	<Ctrl> + F8 - CAD Wrecker Listing
F8 - Personal Reminder	<Ctrl> + F12 - Print Screen
F9 - Phone Messages	<Ctrl> + H - This Screen
F10 - Rolodex	<Ctrl> + M - Menu Button Lookup
F11 - Daytimer	
F12 - PDF Help Files	

[Esc] - Exit

On the Main Menu, there is a button to See Hotkeys. This will bring up a screen showing you all of the keyboard shortcuts available in LawTrak.

There are a couple of shortcuts that rely on other programs to be installed before they will work. PDF Help Files require some sort of Adobe PDF reader be installed on the computer before it will open the help files. Print Screen only works when Microsoft Word is installed, and works best with versions before 2010.

For Your Information

FYI # 17 - You can set up Additional Connections to run multiple instances of LawTrak on the same workstation.

On the Main Menu, FYI messages appear showing hints and little-known features in LawTrak.

Help Files

 On most screens, you will see a small “Question Mark Button.” This signifies that there is a help file for the screen you’re currently on. If an Adobe PDF Reader is installed on your computer, you can press this button to pull up the associated help file.