

MAIN COMMANDS

VALIDATE	"Just Do It"	Ctrl-Shift-V
<ul style="list-style-type: none">o Checks inputs and alerts you of any issueso Updates all white output columnso Updates all green master report sheets		
<div><div>Hard Stop</div><div>Todo Alert</div><div>Info Alert</div></div>		
RESET	"Clean It Up"	Ctrl-Shift-R
<ul style="list-style-type: none">o Reapplies standard data formats, alignment, and column widthso Displays all data by resetting filters and unhiding all columnso Resets headers an applies zoom level and sheet visibility options		

DATA ENTRY HELP

ENTRY ASSIST	"Keyboard Double-Click"	Ctrl-Shift-E
<ul style="list-style-type: none">o Context dependent. On report sheets, this allows you to 'drill down' to underlying source data		
QUICK FILTER	"Show Me What I Want"	Ctrl-Shift-F
<ul style="list-style-type: none">o Reapply auto filter based on values in selected cells. Use Ctrl to select multiple values		
ADD RECORD	"Gimme Space Where I Want It"	Ctrl-Shift-A
<ul style="list-style-type: none">o Inserts a new row directly above selected cells. Populates the new record with selected values		
DELETE RECORD	"Git Rid of Stuff I Don't Need"	Ctrl-Shift-D
<ul style="list-style-type: none">o Prompts you to delete entire rows corresponding to the cells you have selected		
SCHEDULE EARLIER	"Shift This To The Left"	(Less Than Sign) Ctrl-Shift-<
<ul style="list-style-type: none">o Subtract 1 day from selected dates. Use Ctrl key to multi select. Repeat for more days		
SCHEDULE LATER	"Shift This The Right"	(Greater Than Sign) Ctrl-Shift->
<ul style="list-style-type: none">o Add 1 day to selected dates. Use Ctrl key to multi select. Repeat for more days		
BACK TO REPORT	"Go Back To Where I Was Before"	Ctrl-Shift-B
<ul style="list-style-type: none">o Return to the last report you were looking at before drilling down into a data view		

CREATE PRODUCT

REPORT > PRODUCT	"Create Stand-Alone Workbook"	RASP MENU ONLY
<ul style="list-style-type: none">o Make a copy of master report sheet as an independent workbook to share with otherso Use options on the Control Panel to adjust how your report product looks		
EXPORT > PRODUCT	"Interop with Different System"	RASP MENU ONLY
<ul style="list-style-type: none">o Generate a text file in a format that another program or system can easily importo Use options on the Control Panel to adjust how and what you export to the other program		