





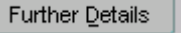

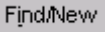



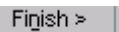






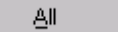

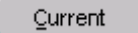





CRIB SHEET - SHORTCUT KEYSTROKES IN SWIFT

Swift - Keystrokes to use within Swift.

Keys	Action	Screen	Buttons
F6	New line/record	In all screens.	
F7	Enter query	In all screens where you can carry out a search.	
F8	Execute	Query in all screens however there are only certain screens you can search.	
F9	Code list - Viewing a list of options on a code list.	e.g. Within contact note screen and you have a new record ready to enter details into, press F9 and a list of note type options display.	
SHIFT & F4	Clear last search	In search screens.	
SHIFT & F8	Print	In all screens.	
ALT & D	Further details	Where ever there is a further details button 	
ALT & I	Find	Where ever there is a find new button 	
ALT & P	Print/report options	Where ever there is a print button 	
ALT & N	Next/finish	In search screens  	
ALT & C	Cancel	In search screens 	
ALT & B	Back	When in search screen 	
ALT & A	All	Involvement screen 	
ALT & C	Current	Involvement screen 	
ALT & S	Save	In all screens.	
CTRL & ALT & Pause Break	Minimizes & maximizes screen	Anywhere in Swift	

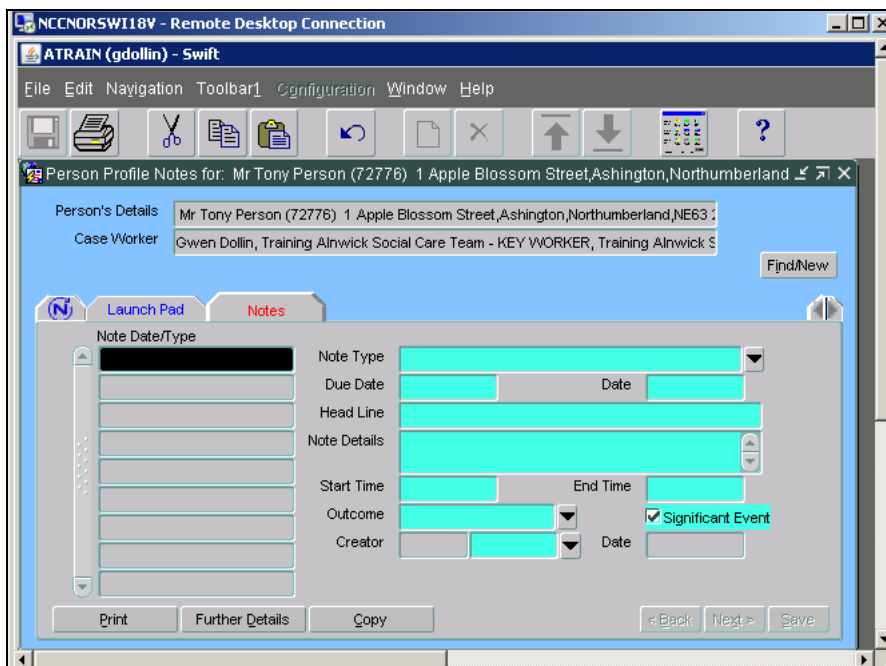
Note: In most screens within Swift there are keystrokes you can use to access different screens or carry out actions instead of using your mouse.

These are indicated by an underscore under a letter for example the **F****i**nd/New button the underscore display under the letter **i**. To access the screen you can hold down the **Alt** key together with the letter **i** to access the person search criteria screens.

SEARCHING FOR CONTACT NOTES USING F7 AND F8

Searching on Swift by Contact Note Type for example searching for CHC contact notes

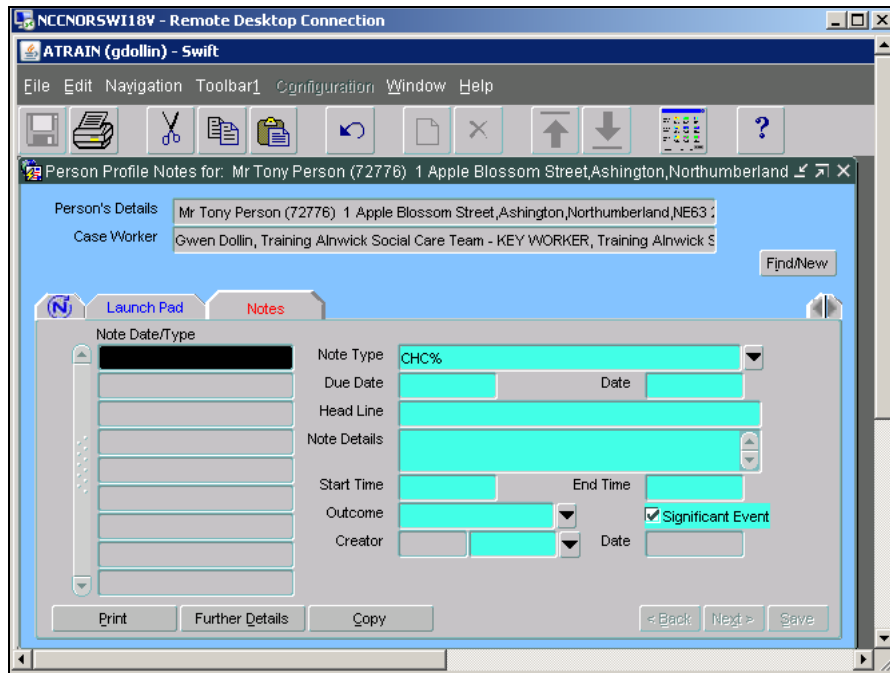
Press **F7** on your keyboard, this will hide the contact note information and the screen will turn turquoise as below.



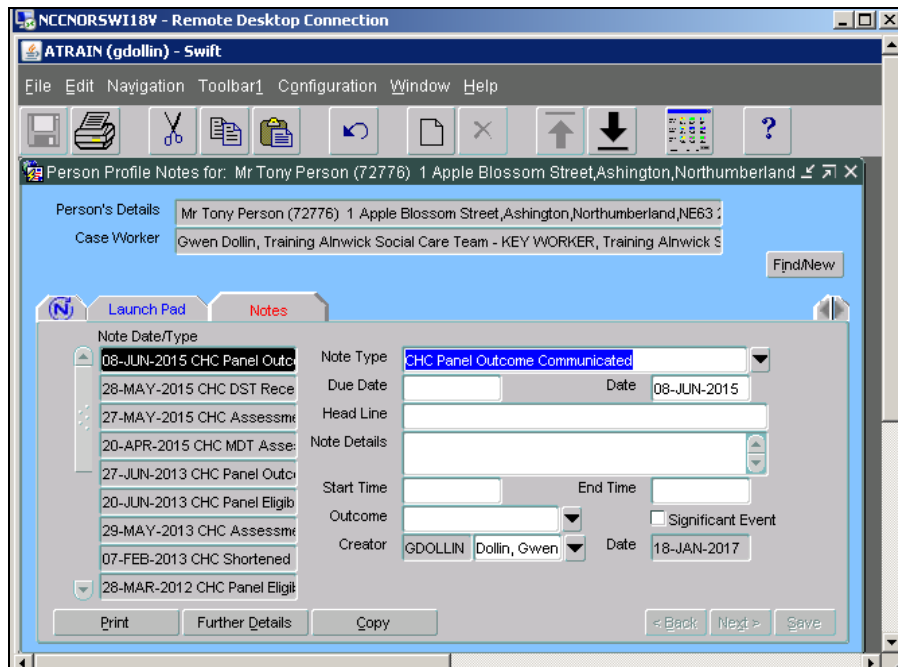
- You can now search on the note type field as it is highlighted in turquoise.
- In the note type field, select the information you wish to search on from a drop down list or by typing what you wish to search for in the field.

Note: searches are case sensitive so you must enter the text exactly the way it has been recorded in Swift using a wild card (%) where you are uncertain of the spelling or exactly how the text has been recorded. Where possible it is advisable to select the search criteria from a drop down list.

- For example if you are searching for CHC notes in the note type field type in **CHC%** as below.



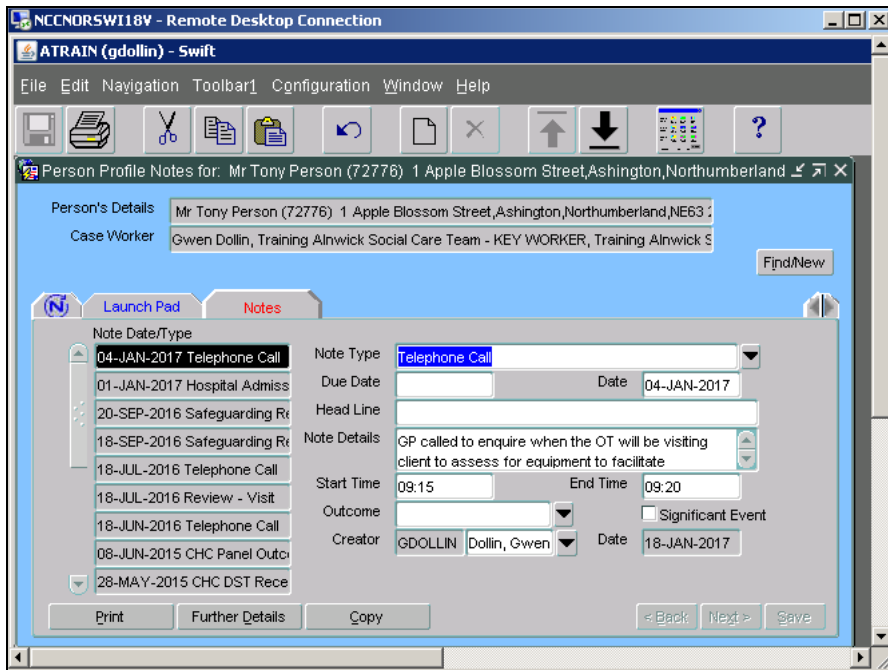
- Once you have the search criteria entered, press **F8** to carry out the search.
- A summary list will be displayed on the left of the screen showing only the items that match the criteria you have entered as below.



Note: if no list appears either the information has caused the search to fail or the information you are looking for is not in Swift. A message will be displayed at the bottom of the screen "Query

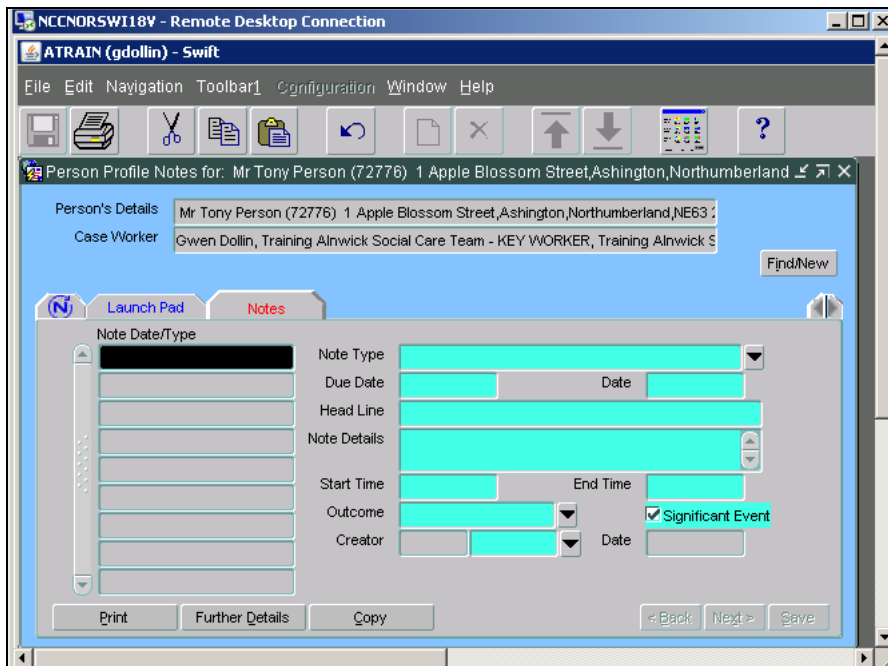
caused no records to be retrieved. Re-enter”. Amend the criteria and press **F8 again.**

- Once you’ve found the information you’ve been looking for, if you wish return to the full summary list, press **F8** again as below.



Searching on Swift by Date for example searching for all contact notes recorded during a certain month and year

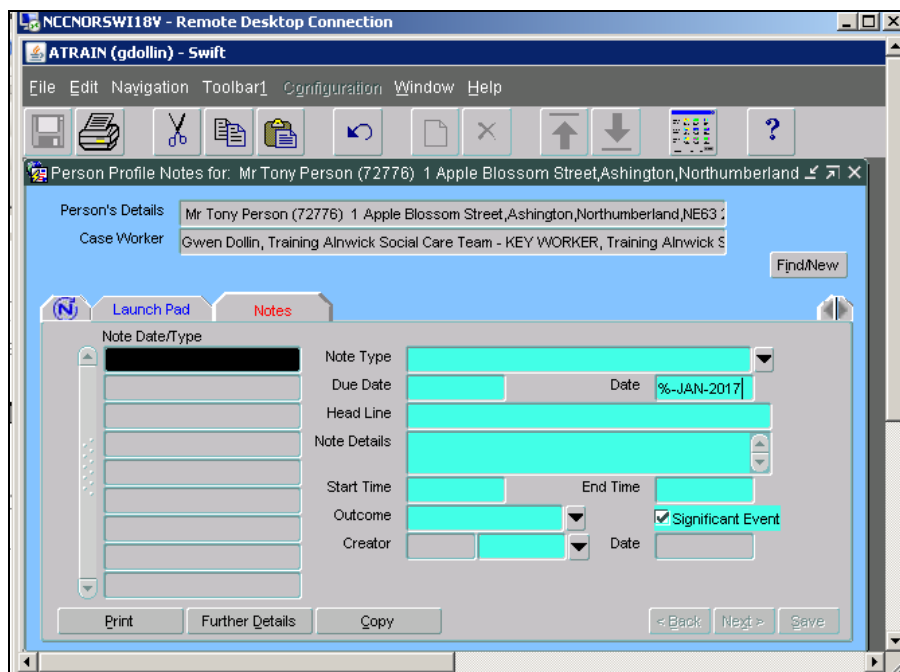
Press **F7** on your keyboard, this will hide the contact note information and the screen will turn turquoise as below.



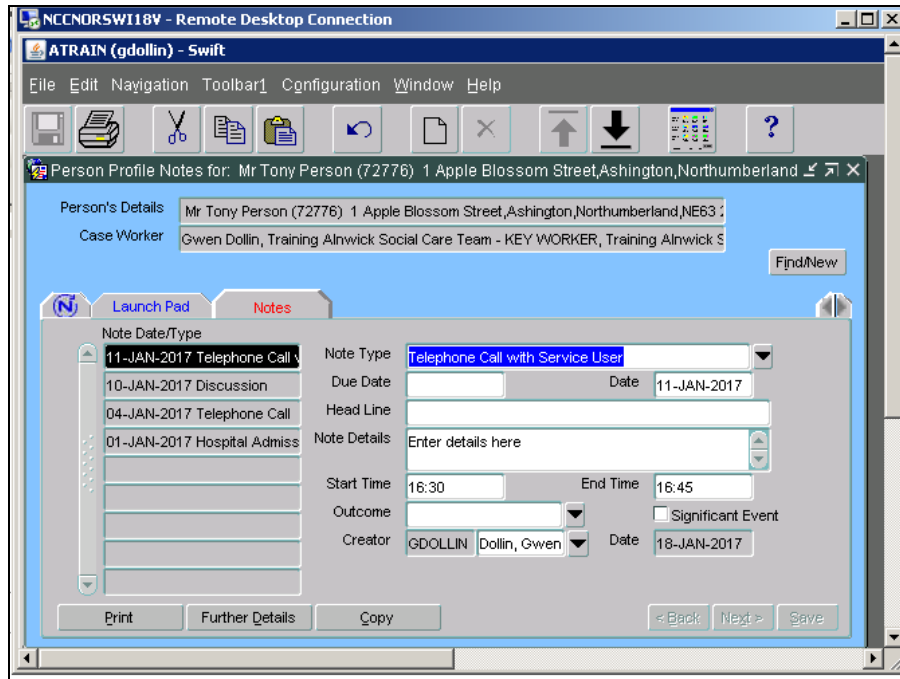
- You can now search on the date field as it is highlighted in turquoise.

Note: When using date fields to carry out a search you need to enter the date in the following format; dd followed by a hyphen (-) the first three letters of month followed by a hyphen (-) and then the full year, for example 07-JUN-2001, 07-APR-2016. To search for an approximate date the wildcard (%) can be used in place of the day, the month or the year.

- For example if you are searching for notes entered in January 2017 in the date field type in **%-JAN-2017** as below.

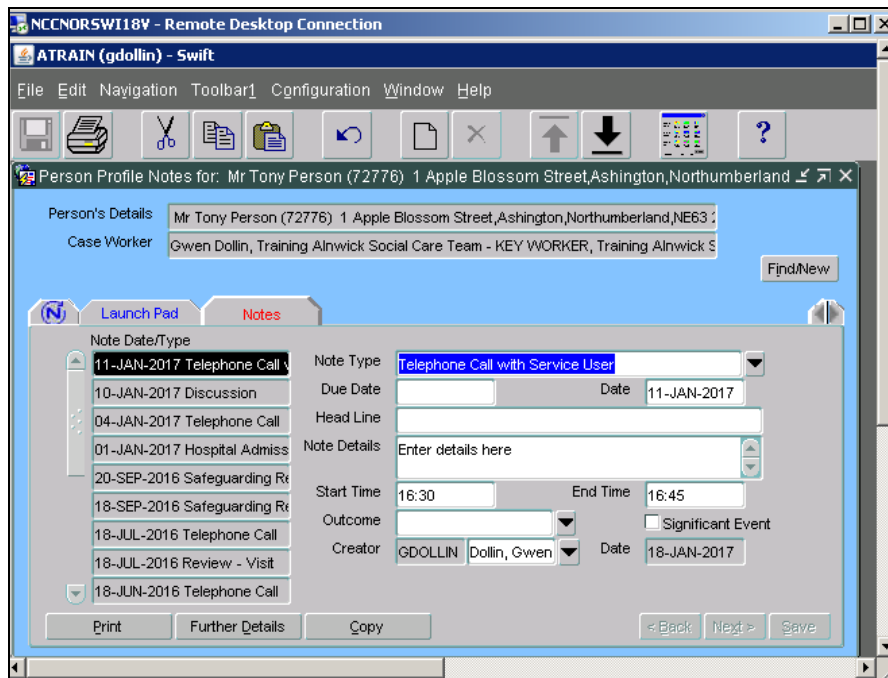


- Once you have the search criteria entered, press **F8** to carry out the search.
- A summary list will be displayed on the left of the screen showing only the items that match the criteria you have entered as below.



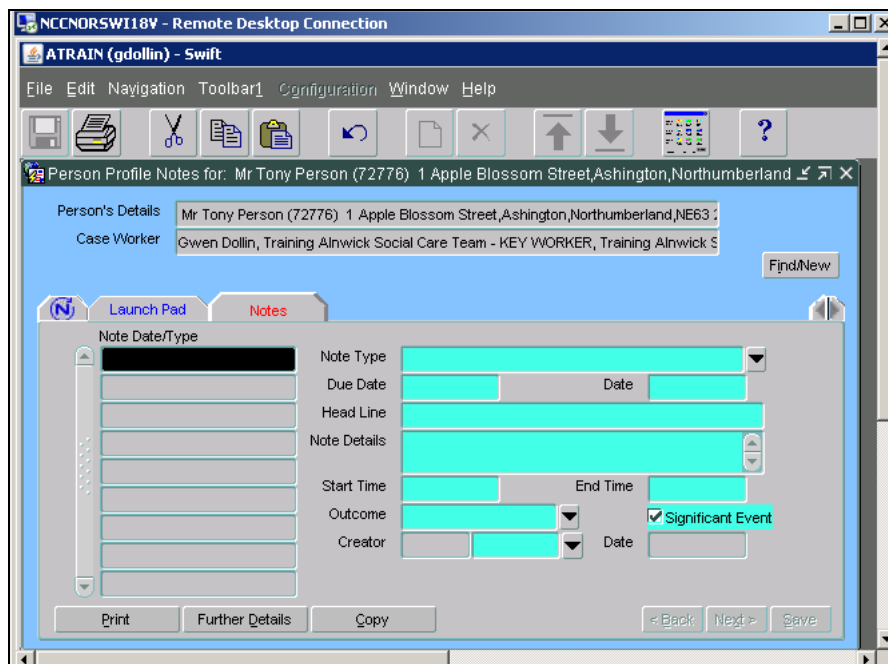
*Note: if no list appears either the information has caused the search to fail or the information you are looking for is not in Swift. A message will be displayed at the bottom of the screen **"Query caused no records to be retrieved. Re-enter"**. Amend the criteria and press **F8** again.*

- Once you've found the information you've been looking for, if you wish return to the full summary list, press **F8** again as below.



Searching on Swift by using Contact Note Headline for example searching for specific keywords in the head line field

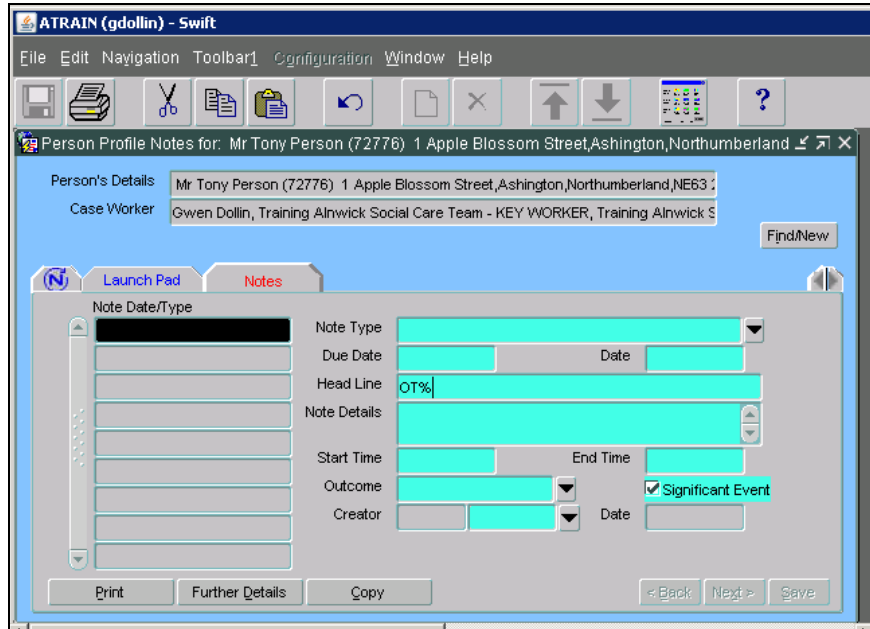
Press **F7** on your keyboard, this will hide the contact note information and the screen will turn turquoise as below.



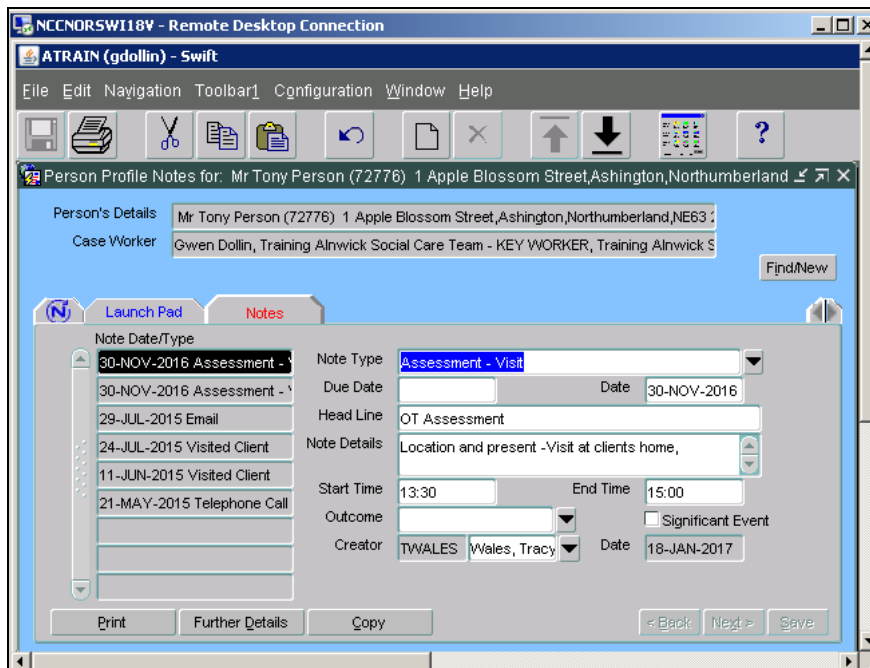
- You can now search on the head line field as it is highlighted in turquoise.
- In the head line field, enter the information you wish to search on

Note: searches are case sensitive so you must enter the text exactly the way it has been recorded in Swift using a wild card (%) where you are uncertain of the spelling or exactly how the text has been recorded.

- For example if you are searching for OT notes in the head line field type in OT% as below.



- Once you have the search criteria entered, press **F8** to carry out the search.
- A summary list will be displayed on the left of the screen showing only the items that match the criteria you have entered as below.



Note: if no list appears either the information has caused the search to fail or the information you are looking for is not in Swift. A message will be displayed at the bottom of the screen "**Query caused no records to be retrieved. Re-enter**". Amend the criteria and press **F8** again.

- Once you've found the information you've been looking for, if you wish return to the full summary list, press **F8** again as below.

