

TPS Short-Cut Keys

The short-cut key icons are also located in TPS at the top of the Select Forms screen.

	KEY	ICON
Billing	Alt-B	
Calculator	F2/Alt-C	
Delete field	F3	
Delete form	Alt-F3	
Delete input lines	Ctrl-F3	
Diagnostics (View only)	Alt-D	
Detailed Summary	Alt-S	
eNews	Alt-E	
Exit	Alt-G	
Find Form/Go to		
Help	F1	
Proforma Information	Alt-Y	
Key Help	Alt-F1	
MfJ-vs-MFS (Summary) *		
Next field	tab/enter/F6	
Next form	F10	
Next section	F8	
Next step (in return) Alt-N		
Note	Alt-T	
Other Apps.		
Previous field	Shift-tab, F5	
Previous form	F9	
Previous section	F7	
Previous step (in return)	Shift-Alt-N	
Repeat field	Alt-R	
Restore field	F4	
Service Recovery		
View/Print	Alt-V	
Yes	1 or Y	
No	2 or N	

* The actual MFS-MfJ Calculator is available in Planning Tools on the forms select menu.

TPS Short-Cut Keys

The short-cut key icons are also located in TPS at the top of the Select Forms screen.

	KEY	ICON
Billing	Alt-B	
Calculator	F2/Alt-C	
Delete field	F3	
Delete form	Alt-F3	
Delete input lines	Ctrl-F3	
Diagnostics (View only)	Alt-D	
Detailed Summary	Alt-S	
eNews	Alt-E	
Exit	Alt-G	
Find Form/Go to		
Help	F1	
Proforma Information	Alt-Y	
Key Help	Alt-F1	
MfJ-vs-MFS (Summary) *		
Next field	tab/enter/F6	
Next form	F10	
Next section	F8	
Next step (in return) Alt-N		
Note	Alt-T	
Other Apps.		
Previous field	Shift-tab, F5	
Previous form	F9	
Previous section	F7	
Previous step (in return)	Shift-Alt-N	
Repeat field	Alt-R	
Restore field	F4	
Service Recovery		
View/Print	Alt-V	
Yes	1 or Y	
No	2 or N	

* The actual MFS-MfJ Calculator is available in Planning Tools on the forms select menu.