

Hotkey

The Hotkey File is where a letter, number or character is assigned to various four-letter cash codes collected by the court (i.e. MYOR- Ordinance Fine and Costs) and the Bar #'s of judges, magistrates, probation officers (i.e. C for bar number 12345 - Judge Crockett). Hotkeys save keystrokes. They are used in place of the cash code or bar number. A complete listing of your court's hotkeys can be printed at any time through the Cash Code Files Print Menu.

After selecting Hotkeys and pressing **ENTER**, the following screen will appear. This screen displays all the hotkeys in use. The letter, number or character of the key you want to program or inquire about may be associated to one cash code **and/or** a bar number. You can view, add, delete and update all hotkeys currently used by the system from this screen.

| SUNNY SPRINGS | | State Court Administrative Office | | | |
|---------------|---------|-----------------------------------|-----------------------|---------|------------------------|
| SUNNY SPRINGS | | Hotkey Selection | | | |
| Opt | Hot Key | Cash Code | Cash Code Description | Bar No. | Name |
| | | | | | |
| | = | LOVE | MARRIAGE FEE | | |
| | A | MFAT | ATTORNEY FEE | | |
| | B | BT01 | CASH BOND | 10961 | C. CHARLES BOKOS |
| | C | | | 12345 | GEORGE W. CROCKETT III |
| | F | BD04 | BOND FORFEIT | | |
| | G | GARN | GARNISH FEE | | |
| | J | JURY | JURY DEMAND | | |
| | K | | | 511 | KAREN JEAN STREVEL |
| | M | MAIL | MAILING FEE | | |
| | O | MYOR | ORD F&C | | |
| | P | PBOF | PBTN OVRSIGT | | |
| | R | MYRE | RESTITUTION | 34990 | WILLIAM J. RUNCO |
| | S | PBSF | ALC SCREENNG | 20230 | STEVEN R. SERVAAS |
| | | | | | + |
| | F6-Add | F24-Exit | Page/Roll | | |

Options:

- 2 Typing a "2" to change in the Opt field and pressing **ENTER**, brings up the screen displayed below. From this screen, changes can be made to either the Cash Code field or Bar No. field of the hotkey. Once the change has been made, press **ENTER** to modify or press **F24-Exit** to exit the screen without updating the hotkey.
- 4 Typing a "4" in the Opt field and pressing **ENTER** allows the hotkey to be deleted completely.

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SUNNY SPRINGS State Court Administrative Office
SUNNY SPRINGS Hotkey Selection

Hotkey Detail
Opt
- Hotkey B
- Cash Code BI01 CASH BOND
- Bar No. 10961 C. CHARLES BOKOS
- ENTER-Modify F24-Exit
-
- P PBOF PBTN OVRSIGT
- R MYRE RESTITUTION 34990 WILLIAM J. RUNCO
- S PBSF ALC SCREENNG 20230 STEVEN R. SERVAAS +

F6-Add F24-Exit Page/Roll

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F6 Add Pressing **F6 Add**, brings up a blank Hotkey Detail screen. Type in the character you wish to add as a hotkey and Cash Code or Bar No (or both). By pressing **ENTER** the hotkey has been added to the system. (See example)

